
HORIZON SCHOOL DIVISION

Employee Evaluation: School Library Support

SECTION ONE

Introduction

Name _____

Start Date for Current Position _____

Evaluator _____

Date _____

Reason for evaluation:

- Employee request
- To determine if newly promoted employee meets standards
- Employee has not developed and implemented a Growth Plan
- Employee may not be meeting the School Library Support Performance Areas
- 120 Days Probationary evaluation process for employees new to the division (120 Days Worked)
- Other (Please Indicate) _____

SECTION TWO

School Library Support – Quality Standards

Within the expectations of the School Library Support position, the employee will be evaluated within four performance areas: Organization and Preparation; Interpersonal Skills and Professional Attributes; Supporting School Operations, and Supporting the Learning Community.

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
- All marked “needs improvement” must be accompanied by supporting documentation (i.e. anecdotal comments).

This document sets out PERFORMANCE AREAS. The KEY INDICATORS for each performance area identify the activities that school library support undertake as they go through their day-to-day work. The DESCRIPTORS support the key indicators, though evidence of all descriptors would not be expected at all times.

PERFORMANCE AREA: ORGANIZATION AND PREPARATION

KEY INDICATOR: The School Library Support person demonstrates evidence of effective organization and preparation

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Arrives on time and is prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models and utilizes time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works in an efficient manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides support and assistance to administrative staff and student(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Performs other related duties as required by the school principal or designate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: INTERPERSONAL SKILLS AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The School Library Support person demonstrates effective interpersonal skills and professional attributes.

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Respects the dignity and rights of students, parents/guardians, staff and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Responds to student, parent, staff, and school community enquires in a professional, supportive way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Informs students, parents, and school community of school events as directed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates excellent communication skills both in written and oral format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains a high standard of confidentiality related to Division matters and student and staff personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicates through proper channels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), school and division staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates the ability to be flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains professional space and proper etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains appropriate personal hygiene and appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in staff professional development days, training or seminars as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Takes initiative (self-directed, takes charge of assigned tasks, requires minimum supervision).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains currency in technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Continues to improve his/her effectiveness, expertise and job related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: SUPPORTING SCHOOL OPERATION

KEY INDICATOR: The School Library Support person demonstrates the skills to effectively support school operations

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Provides efficient and timely organization, circulation and maintenance of learning commons resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assisting with school library budget where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Acts as the liaison between the school and learning commons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Acquires and evaluates information resources in all formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Organizes and maintains the learning commons collection (equipment and materials) through standard cataloguing practices and systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains an inventory of all materials and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintaining school accounts regarding loaning of textbooks, assistive technologies, and other resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Liaising with other libraries and agencies to obtain information not available from the school's collection and ensure that these materials are returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Scheduling library and community use bookings as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains school website and/or school newsletters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: SUPPORTING THE LEARNING COMMUNITY

KEY INDICATOR: The School Library Support person demonstrates the skills to effectively support the learning community

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Ensures a professional and welcoming learning commons environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models appropriate behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides learning commons programming such as orientation, storytelling, book talks and educational technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Promotes the learning commons program through the creation of displays, author visits, book fairs and other events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models strategies for locating, accessing and evaluating information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Providing service to staff and students, assisting them in the selection of materials suited to their needs and abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assists teachers and students in the use of educational technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assists teachers to help develop students research skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Promoting literacy with staff and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL DUTIES AND EMPLOYEE'S CONTRIBUTIONS TO THE SCHOOL DIVISION
THAT ARE GENERALLY BEYOND THE JOB DESCRIPTION**

COMMENTS:

DECISION

- Completed probationary process. Overall is meeting the expected performance areas.
- Recommendation for termination

EVALUATOR'S COMMENTS

Support Staff Signature
(acknowledging receipt of report)

Date

Support Staff Supervisor Signature

Date

School Administrator/Facility Supervisor Signature

Date

- Original copy goes to Human Resources for employee's file
- Copy to Employee
- Copy to Principal or Supervisor