

Planning Exemplar - Highly Effective School Library Program

Highly Effective Schools Through Libraries: Every Student Succeeds - Planning Exemplar

You can save and return to this application later. First complete page one and click next at the bottom of the page. On page two you will see a black bar on the top with the words "save and continue later" in the upper right corner. Click there and complete the email information to get a link to return later.

The format of this application is provided to encourage the teacher librarian and principal (supervisor) to complete together. It can be completed as a team, by the principal, or by the teacher librarian with input from the principal.

Planning Exemplar - Program Standard 1, Component A: Planning

Directions:

Download the Highly Effective Schools Through Libraries Program Guide -

<https://www.cde.state.co.us/cdelib/2016heslprogram>

Prior to meeting with your Teacher Librarian, ask him/her to collect evidence and artifacts that supports the Planning Standard for Program Standard 1, Component A on "Planning."

Program Standard 1: Planning

Planning for the future is an essential role for a successful teacher librarian and library program. Annual review of school focus goals, library data and collaborative input from the school community is part of developing a plan of action for continuous quality improvement

Component A: Planning

The teacher librarian, along with the principal, creates and uses school-aligned goals as a guide for developing a library program and instruction that positively impacts student achievement and helps students thrive in today's society.

The teacher librarian uses data and reflection to measure implementation of goals. [For a sample goal setting scenario, see p. 6 of [CDE's Practical Guide for Evaluating Teacher Librarians](#) and/or this [sample growth plan](#).]

<input type="checkbox"/> Basic	<input type="checkbox"/> Partially Proficient	<input type="checkbox"/> Proficient	<input type="checkbox"/> Accomplished	<input type="checkbox"/> Exemplary
TEACHER LIBRARIAN Provides no evidence of school-aligned goals.	TEACHER LIBRARIAN Exhibits little or no knowledge of the School Improvement Plan, and the library program is not connected to school-aligned goals.	TEACHER LIBRARIAN Develops goals that are driven by the school's improvement plan.	TEACHER LIBRARIAN Develops goals that are aligned with the school's improvement plan. He or she gathers evidence and reflects on progress with principal on a regular basis.	...and ADMINISTRATOR works with the teacher librarian in creating a school-aligned growth plan and reviews evidence that demonstrates the effectiveness and progress of these goals.

Meet with your librarian and have a discussion about the planning standard. Consider the artifacts, evidence, and guiding questions as outlined below.

- ***How are the Teacher Librarian and principal collaborating on creating school library program goals that are aligned with the school improvement plan (SIP)?***
- ***How is the Teacher Librarian using data and reflection to measure the implementation of goals and their impact on students?***

EVIDENCE LOOK-FORS:

We will award the exemplar based on the criteria below.

- ***Evidence that goals are aligned with school's goals and collaboratively developed with the principal and/or school leaders***
- ***Evidence that objectives are measurable, realistic, achievable, and provide a time frame***
- ***Evidence that objectives are aligned with the goals***
- ***Evidence that goals are measured with both a reflective component and data***
- ***Evidence that growth was achieved and how students were impacted (example: SMART goal)***
- ***Evidence of reflection (narrative or detailed summary)***

Do you both agree that the library is at a HIGHLY EFFECTIVE LEVEL as outline in the HESTL rubric? If so, complete this evaluation form.

Upon the recommendation you set forth by completing this form, the Colorado Department of Education, State Library will review your responses and issue the credential to your teacher librarian.

1. Please complete the following questions. *

What is your name?

Please provide your email.

Please provide a phone number.

Please provide your district and school name.

Please provide your school's address.

What is your position at the school (Administrator /Evaluator, Supervisor / Evaluator, Evaluator)?

What is your Teacher Librarian's name?

Please provide your Teacher Librarian's email address.

2. In order to be eligible for the planning exemplar, the Teacher Librarian must provide you with a growth plan which includes at least two school-aligned goals. The goals should be created in a collaborative relationship with administrator. Provide *evidence* that supports the Teacher Librarian achieving their goal.

By selecting "Yes", you are verifying that your Teacher Librarian plans at a highly effective rating. *

yes

no

Highly Effective Schools Through Libraries: Every Student Succeeds - Planning Exemplar

3. Please upload the required evidence/artifact(s) here. Be sure the teacher librarian's name is on the documents.

**Please note: All documents should be edited to remove students' personal identifying information. *

Browse...

4. Please provide a narrative of how the Teacher Librarian demonstrates highly effective skills in order to receive the planning exemplar. Specific examples are important to give a full understanding of the Teacher Librarian's effectiveness. Please refer to the [Highly Effective Schools Through Libraries Program guide](#). *

5. To help us understand why you are recommending your school librarian, we want to give you the opportunity to share why she/he is worthy of this credential. Use the narrative to share detailed information with examples of their effectiveness. You can also upload a video (use the upload/browse button above) sharing information. Tammy Langeberg may contact you or your teacher librarian to collect more evidence or with questions about the information you provided. *

- I have uploaded my screencast/video narrative in the evidence/artifacts section.
- I understand that Tammy may contact me or my teacher librarian to clarify or to get more information.

6. By signing this form, you are verifying that information you entered is correct, factual, and provided by you. The credential that is awarded to your Teacher Librarian requires your recommendation and professionalism. Thank you for your submission. *

Clear

Sign name using mouse or touch pad

Signature of