

LETHBRIDGE SCHOOL DIVISION

**402.11.2.14 Learning Commons/Library Facilitator Evaluation Form**

# Section One Introduction

Name

Location

Start Date for Current Position

Evaluator (Principal/Vice Principal)

Date

*Reason for evaluation:*

Evaluation process for employees new to position or Division (indicate period below).

6 Month Evaluation  10 Month Evaluation

Employee request.

Employee has not developed and implemented a Growth Plan.

Employee may not be meeting the Support Staff Quality Standards.

# Section Two Support Staff Quality Standards

**In accordance with the expectations of the Learning Commons/Library Facilitator position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard or not meeting (N/M) the standard. For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES AND POSITION REQUIREMENTS**

The Learning Commons/Library Facilitator supports schools by being an agile and responsive individual who creates an environment that is available to individuals and groups to use for multiple, often simultaneous, purposes. Learning Commons/Library Facilitators support literacy, numeracy, competency development, and student learning outcomes. Learning Commons/Library Facilitators provide access to print and digital resources, including the use of technology for learning in order to enable creation, collaboration, and communication.

For information on Learning Commons refer to [School Division Policy 608.3](https://www.lethsd.ab.ca/download/187605) and [School Division Procedure 608.3](https://www.lethsd.ab.ca/download/187623).

M N/M

Promotes and facilitates the use of quality learning resources in multiple formats and provides exposure to a wide variety of Canadian and international resources (fiction and nonfiction) which reflect multiple perspectives.

Develops students’ interests and competencies beyond the school setting.

Supports the development of Library skills and competencies in many areas, including the gathering, analysis, and evaluation of information.

Provides support, space and resources for inquiry, play, and imagination in consultation with Administration.

Provides support, resources, and opportunities for transferability of learning to support broad exploration and inquiry that leads to deeper understanding.

Supports the use of technology for learning in order to enable creation, collaboration, and communication (This may include maintenance of technology housed in the learning commons such as updating accounts for these resources, device troubleshooting, software updates, and /or the submission of work tickets to the IT department when needed).

Supports student and staff access and guidance for online public access catalogues (OPAC).

Supports student and staff access and guidance for online licensed and open access resources.

Supports student and staff access and guidance as part of the school Learning Commons Plan (which may be incorporated within a school’s Literacy, Numeracy, and/or Assurance Plan), promotes and facilitates the use of quality print and digital learning resources in multiple formats that are reviewed to ensure they address a diverse range of student learning and developmental needs.

Promotes and facilitates the use of high-quality learning resources in English, French, and other languages, as applicable, in order to support instruction and self-directed reading.

Maintains set-up functions, input and retrieves data and reports utilizing the automated Library program.

Performs circulation control functions.

M N/M

Structures a flexible environment where students and staff can be supported directly or via technology.

Provides support with research skills development for staff and students that promotes academic integrity.

Promotes digital citizenship to facilitate further understanding of intellectual freedom and responsibilities.

Promotes literacy within your school community, which includes but is not limited to:

|  |  |
| --- | --- |
| * Reading to students | * Book Clubs |
| * Facilitating readers and authors | * Displays |
| * Book Fairs | * Website/blog |

Catalogues new material (may apply the basic AACR2 rules, Sears Subject Headings, and the Dewey Decimal classification standards and/or Alliance).

Works collaboratively in the selection and acquisition of material for the learning commons in consultation with Administration and/or the school-based Learning Commons Committee.

Manages all print and digital learning resources.

Maintains up-to-date inventory in consultation with Administration and/or the school-based Learning Commons Committee.

Consults with Administration and the school-based Learning Commons Committee to update and maintain the Learning Commons Plan (which may be incorporated within a school’s Literacy, Numeracy, and/or Assurance Plan) where appropriate.

Facilitates developmentally age-appropriate student activities.

Facilitates volunteer help in the Learning Commons.

Provides orientation and ongoing support to all patrons of the Learning Commons.

Assists with the supervision of students in the learning commons.

Attends professional learning opportunities.

Performs other related duties as assigned by administration.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

Exhibits behaviours of a team player through engagement and willingness to help others.

Demonstrates flexibility to support student and school needs.

Resolves conflict effectively with adults. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

Demonstrates self-direction, takes initiative, and requires minimum supervision.

Demonstrates effective organizational skills.

Maintains professional appearance and personal hygiene.

Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, culture, gender, faith, nation, or spoken language, within the school division.

Promotes a welcoming, caring, respectful, and safe work environment.

COMMENTS:

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**3. COMMUNICATION**

M N/M

Communicates clearly both in written and oral formats.

Communicates with administration and staff on a regular basis (uses a meaningful method of communication for both parties, verbal, written, etc.).

Maintains confidentiality related to Division students and staff.

Demonstrates public relations skills and the ability to promote and maintain effective working relationships with the public, student(s), school staff, and administration.

Communicates appropriately with external contacts and may involve other school learning commons’ for sharing of or accessing information.

COMMENTS:

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# **4. TIME MANAGEMENT**

Attendance report attached.

M N/M

Attends regularly, with no incidental (1-2 per month) absences or patterns of absences as demonstrated by the reviewed attendance report attached

Is on time, ready to work with students at the assigned times

M N/M

Sets priorities in collaboration with teacher(s) and administration

Uses time effectively

Follows assigned schedule with no incidents of arriving late, extending of breaks or leaving early

COMMENTS:

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# **5.** **DECISION**

Completes probationary process and employee follows growth plan process.

Areas of growth identified and employee proceeds to 10-month evaluation.

Employee returns to Growth Plan process.

Employee must submit a Growth Plan within one month.

# **6. EVALUATOR’S COMMENTS**

COMMENTS:

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# **7. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

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Principal’s Signature Date

After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

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Vice Principal (if applicable) Date

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Employee’s Signature Date

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Reviewed by Human Resources Date

* Copy to Employee
* Copy to Principal/Designate or Supervisor
* Original copy goes to Human Resources for employee’s file