Media Coordinator Performance Appraisal Instrument - Revised

Standards Correlation

(Resources Matrix)

Comparing the 2002 Media Coordinator Performance Appraisal Instrument Indicators with:

2002 School Library Media Coordinator Job Description

1987 Media Coordinator Performance Appraisal Instrument

2002 Standards and Criteria for School Library Media Coordinators

ABCs of Public Education

Information Power: Building Partnerships for Learning

National Board for Professional Teaching Standards

MCPAI RESOURCE MATRIX

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Assesses learning and information needs of students and staff 1.1	Assesses learning and information needs of students and staff	Provides growth opportunities for staff and students. 6.2	Assesses learning and information needs of students. 2.1 Understands how students differ in their approaches to learning and creates instructional opportunities adapted to diverse learners. 2.4	High Student Performance 2	Learning and Teaching	Knowledge of Learners I Knowledge of Teaching and Learning II Integrating Instruction IV
Plans and works collaboratively with teachers 1.2	Plans and works collaboratively with teachers	Promotes positive staff relationships. 2.1 Plans with teachers to integrate media skills into the curriculum. 3.2	Plans and works collaboratively with teachers. 2.2 Collaborates with the school staff to integrate school library media center resources into the instructional program. 2.9 Supports the induction of new educators and demonstrates pride in education and librarianship as professions. 4.3	High Student Performance 2	Learning and Teaching	Knowledge of Teaching and Learning II Integrating Instruction IV

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator 1.3	Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator	Promotes positive staff relationships. 2.1 Plans with teachers to integrate media skills into the curriculum. 3.2 Plans a schedule that allows for both instruction and collection development within administrative guidelines. 3.4 Insures accessibility to resources. 4.5	Maintains, or documents the need for, a flexible schedule for the school library media center. 6.2	High Student Performance 2 Effective and Efficient Operation 6	Learning and Teaching Information Access and Delivery	Knowledge of Library and Information Studies III Integrating Instruction IV
Instructs students and staff in the effective use of the media center and its resources 1.4	Instructs students and staff in the effective use of the media center and its resources	Management of instructional time 1.1 Management of student behavior 1.2 Instructional presentation 1.3 Monitoring of student performance 1.4 Instructional feedback 1.5 Facilitating instruction 1.6 Correlating instruction 1.7	Instructs students in the effective use of ideas and information. 2.3 Instructs staff in the effective use of ideas and information. 4.2	High Student Performance 2 Quality Teachers, Administration, and Staff 4	Learning and Teaching	Knowledge of Learners I Knowledge of Teaching and Learning II Administering the Library Media Program VI

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Incorporates information literacy into day-to-day instruction 1.5	Incorporates information literacy into day-to-day instruction	Correlating instruction 1.7 Plans with teachers to integrate media skills into the curriculum. 3.2	Incorporates information literacy into day-to-day instruction. 2.5	High Student Performance 2	Learning and Teaching	Integrating Instruction IV Administering the Library Media Program VI
Advocates and promotes reading and life-long learning through motivational activities 1.6	Advocates and promotes reading and life-long learning through motivational activities	Designs motivational activities to promote reading. 3.3	Advocates and promotes reading and life-long learning. 2.6 Supports the induction of new educators and demonstrates pride in education and librarianship as professions. 4.3 Advocates reading, information, and technology literacy. 5.1 Uses available technology to enhance communication and media program management. 6.6	High Student Performance 2 Strong Family, Community, and Business Support 5	Learning and Teaching	Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Integrating Instruction IV
Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning 1.7	Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning	Promotes positive staff relationships. 2.1 Promotes the use of current technologies. 4.8	Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning. 2.7 Advocates reading, information, and technology literacy. 5.1	High Student Performance 2 Strong Family, Community, and Business Support 5	Learning and Teaching	Leading Innovation through the Library Media Program V

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Follows a plan for personal professional development and actively seeks out opportunities to grow professionally 1.8	Follows a plan for personal professional development and actively seeks out opportunities to grow professionally	Upgrades professional knowledge and skills. 6.1	Upgrades professional knowledge and skills on a continual basis. 4.1 Supports the induction of new educators and demonstrates pride in education and librarianship as professions. 4.3 Evaluates continually the effects of his or her choices and actions and is a reflective practitioner. 4.4	Quality Teachers, Administrators, and Staff 4	Learning and Teaching Program Administration	Reflective Practice VII Professional Growth VIII
Creates and maintains an environment conducive to learning 2.1	Creates and maintains an environment conducive to learning	Provides an environment that reflects the multiple goals of the media program. 5.3	Creates and maintains a safe and orderly environment conducive to learning. 3.1	Safe, Orderly, and Caring Schools 3	Information Access and Delivery	Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Administering the Library Media Program VI
Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously 2.2	Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously	Promotes positive staff relationships. 2.1 Insures accessibility to resources. 4.5	Maintains, or documents the need for, a flexible schedule for the school library media center. 6.2	Effective and Efficient Operation 6	Information Access and Delivery	Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Leading Innovation through the Library Media Program V

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources 2.3	Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources	Insures accessibility to resources. 4.5 Has organized media center so that areas are identifiable. 5.1 Support areas are organized. 5.2 Provides an environment that reflects the multiple goals of the media program. 5.3 Considers health and safety regulations when arranging facility. 5.4 Facility organized for efficient circulation. 5.5	Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources. 6.1	Effective and Efficient Operation 6	Information Access and Delivery Program Administration	Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Leading Innovation through the Library Media Program V Administering the Library Media Program VI
Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access 2.4	Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access	Advocates the principles of intellectual freedom and ethical behavior. 3.3 Promotes the use of current technologies. 4.8	Supports the induction of new educators and demonstrates pride in education and librarianship as professions. 4.3 Advocates reading, information, and technology literacy. 5.1 Uses available technology to enhance communication and media program management. 6.6	Strong Family, Community, and Business Support 5	Information Access and Delivery	Leading Innovation through the Library Media Program V Administering the Library Media Program VI

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning 2.5	Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning	Maintains a good relationship between school and community. 2.3	Works cooperatively with other libraries and agencies to share resources and services that enhance teaching and learning. 5.2 Uses available technology to enhance communication and media program management. 6.6	Strong Family, Community, and Business Support 5	Learning and Teaching Information Access and Delivery	Leading Innovation through the Library Media Program V Leadership, Advocacy, and Community Partnerships X
Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources 2.6	Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources	Adheres to established laws, policies, rules, and regulations. 6.4	Advocates the principles of intellectual freedom and ethical behavior. 3.3	Safe, Orderly, and Caring Schools 3	Information Access and Delivery	Ethics, Equity, and Diversity IX
Advocates the principles of intellectual freedom 2.7	Advocates the principles of intellectual freedom	Provides leadership for the Media Advisory Committee. 4.1 Provides an environment that reflects the multiple goals of the media program. 5.3	Advocates the principles of intellectual freedom and ethical behavior. 3.3	Safe, Orderly, and Caring Schools 3	Information Access and Delivery	Knowledge of Library and Information Studies III Ethics, Equity, and Diversity IX

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities 3.1	Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities	Promotes positive staff relationships. 2.1 Develops annual and long-range plans for the media program based on periodic assessment. 3.1 Plans a schedule that allows for both instruction and collection development within administrative guidelines. 3.4	Maintains, or documents the need for, a flexible schedule for the school library media center. 6.2	Effective and Efficient Operation 6	Program Administration	Knowledge of Library and Information Studies III Integrating Instruction IV Leading Innovation through the Library Media Program V Administering the Library Media Program VI

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs 3.2	Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs	Promotes positive staff relationships. 2.1 Develops annual and long-range plans for the media program based on periodic assessment. 3.1 Provides leadership for the Media Advisory Committee. 4.1 Analyzes the collection to determine needs. 4.2 Uses standard selection tools and practices to evaluate and select all instructional materials. 4.3 Coordinates the acquisitions process. 4.4	Evaluates continually the effects of his or her choices and actions and is a reflective practitioner. 4.4 Implements an ongoing collection development and evaluation process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs. 6.3	Effective and Efficient Operation 6	Information Access and Delivery Program Administration	Knowledge of Learners I Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Administering the Library Media Program VI

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Evaluates and selects resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students 3.3	Evaluates and selects resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students	Analyzes the collection to determine needs. 4.2 Uses standard selection tools and practices to evaluate and select all instructional materials. 4.3 Coordinates the acquisitions process. 4.4 Offers a variety of instructional resources to meet curriculum objectives and learning styles. 4.6	Cooperates with teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age. 2.8	High Student Performance 2	Information Access and Delivery Program Administration	Knowledge of Learners I Knowledge of Teaching and Learning II
Maintains a collection addressing curricular needs and learning goals 3.4	Maintains a collection addressing curricular needs and learning goals	Coordinates the acquisitions process. 4.4 Maintains media resources. 4.9	Cooperates with teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age. 2.8	High Student Performance 2	Information Access and Delivery Program Administration	Knowledge of Learners I Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Administering the Library Media Program VI

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Evaluates the school library media program on a continual basis according to accepted standards of quality 3.5	Evaluates the school library media program on a continual basis according to accepted standards of quality	Develops annual and long-range plans for the media program based on periodic assessment. 3.1	Evaluates continually the effects of his or her choices and actions and is a reflective practitioner. 4.4	Quality Teachers, Administrators, and Staff 4	Program Administration	Knowledge of Learners I Knowledge of Teaching and Learning II Knowledge of Library and Information Studies III Administering the Library Media Program VI Reflective Practice VII
Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals 3.6	Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals	Provides leadership for the Media Advisory Committee. 4.1 Administers the media program budget. 4.7	Participates in the budgetary process of the school to ensure equity of access to instructional resources. 6.4	Effective and Efficient Operation 6	Program Administration	Administering the Library Media Program VI Leadership, Advocacy, and Community Partnerships X

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program 3.7	Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program	Promotes positive staff relationships. 2.1 Provides leadership for the Media Advisory Committee. 4.1	Leads, in partnership with Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the school library media program. 6.5 Uses available technology to enhance communication and media program management. 6.6	Effective and Efficient Operation 6	Learning and Teaching Program Administration	Integrating Instruction IV Leading Innovation through the Library Media Program V Administering the Library Media Program VI Leadership, Advocacy, and Community Partnerships X
Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program 3.8	Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program	Promotes positive staff relationships. 2.1 Promotes positive student relationships. 2.2 Maintains a good relationship between school and community. 2.3	Supports the induction of new educators and demonstrates pride in education and librarianship as professions. 4.3 Interacts with the community to promote and enhance the school library media program. 5.3 Uses available technology to enhance communication and media program management. 6.6	Strong Family, Community, and Business Support 5	Learning and Teaching Program Administration	Leadership, Advocacy, and Community Partnerships X

MCPAI-R	2002 Job Description	1987 MCPAI	Standards and Criteria	ABCs of Public Education	Information Power	NBTS
Prepares and submits accurate reports as required 3.9	Prepares and submits accurate reports as required	Submits accurate reports promptly. 6.5	Carries out assigned non-instructional duties. 3.4 Uses available technology to enhance communication and media program management. 6.6	Effective and Efficient Operation 6	Program Administration	Administering the Library Media Program VI
Adheres to established laws, policies, rules, and regulations 3.10	Adheres to established laws, policies, rules, and regulations	Adheres to established laws, policies, rules, and regulations. 6.4	Demonstrates high ethical and professional standards. 3.2	Safe, Orderly, and Caring Schools 3	Information Access and Delivery Program Administration	Ethics, Equity, and Diversity IX
Carries out non-instructional duties as assigned and/or as need is perceived 3.11	Carries out non-instructional duties as assigned and/or as need is perceived	Promotes positive staff relationships. 2.1 Promotes positive student relationships. 2.2 Carries out non-instructional duties as assigned and/or as need is perceived. 6.3	Carries out assigned non-instructional duties. 3.4	Safe, Orderly, and Caring Schools 3	Program Administration	Leadership, Advocacy, and Community Partnerships X