



# Formal Observation #1














for Dextre, Linda Louise

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|   | <input checked="" type="checkbox"/> Jennifer Lee Palmer | 11/10/2019 at 7:45 PM | Formal Observation #1 |

## Standard I. School library media coordinators demonstrate leadership.

### Element Ia. School library media coordinators lead in the school library media center and media program to support student success.

School library media coordinators provide leadership for the school library media program. They share responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education and are prepared for life in the 21st Century. They collaboratively create, align, and implement a program informed by state and national guidelines and research-based best practices. They transform the library media center into a 21st Century learning environment (both virtual and physical) and a shared space for knowledge construction, collaboration and inquiry-based learning, and they assist teachers with similar transformations. They coordinate the activities and training of library media support personnel including volunteers.

| Not looked for   | Developing   | Proficient   | Accomplished   | Distinguished   | Not Demonstrated   |
|--|--|--|--|---|--|
| <p> Not looked for.</p> | <p> Understands: The significance of a collaborative media program and its impact on student learning.</p> <p> 21st Century skills and content.</p> <p> How to establish an open, equitable, accessible, and flexible learning environment.</p> | <p> ...and Aligns all components of the school's library media program with: 21st Century skills and content.</p> <p> ...and State and local priorities and the North Carolina Standard Course of Study.</p> <p> ...and Research-based practices.</p> <p> ...and Provides leadership in collaboratively planning, promoting, and sustaining the school library media program, services, and resources.</p> <p> ...and Establishes the library media center as both a physical and virtual shared learning space.</p> <p> ...and Provides an open, equitable and accessible learning environment.</p> | <p> ...and Provides leadership to the school community in creating a 21st Century learning environment.</p> | <p> ...and Provides leadership at district, state, and/or national level in creating 21st Century learning environments.</p> | <p> Not Demonstrated.</p> |

### Element Ib. School library media coordinators lead in their schools.

School library media coordinators work collaboratively with school personnel to create a professional learning community. They analyze data to develop goals and strategies in the school improvement plan that enhance student learning. They provide input in determining the school budget and in the selection and provision of professional development that meets the needs of the students, the staff, and their own professional growth. They participate in the hiring process and collaborate with their colleagues to support teachers in the improvement of the effectiveness of their departments or grade levels. They establish positive working relationships and communicate with other educators to identify and select resources for curriculum support. They also partner with teachers to design instruction that seamlessly integrates 21st

| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Understands the goals of the school improvement plan.</p> <p>1 Participates in shared decision making within the school.</p> <p>1 Supports and participates in professional learning communities.</p> | <p><b>Proficient</b></p> <p>1 ...and Participates in the development and implementation of the school improvement plan.</p> <p>1 ...and Infuses multiple literacies and 21st Century skills within content-area instruction.</p> <p>1 ...and Provides technology-enabled one-on-one and group professional development for school-based educators.</p> <p>1 ...and Participates in the recruitment hiring process and/or mentoring of school-based educators.</p> | <p><b>Accomplished</b></p> <p>1 ...and Assumes a leadership role in a Professional Learning Community and/or the school improvement team at the school level.</p> <p>1 ...and Models and leads 21st Century teaching and learning concepts and strategies.</p> <p>1 ...and Collaborates with teachers to integrate information and instructional technology into all curricular areas.</p> | <p><b>Distinguished</b></p> <p>0 ...and Assumes a leadership role in developing and implementing the school improvement plan.</p> <p>0 ...and Participates in a professional learning network (PLN) at the district, state, and/or national level.</p> <p>1 ...and Provides professional development on integrating information and instructional technology into all curricular areas at the school, district, state, and/or national level.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Element Ic. School library media coordinators advocate for effective media programs.**

School library media coordinators are proactive in communicating the vision, requirements and impact of an effective 21st Century library media program to key stakeholders using relevant research, evidence of student learning, and other outcomes. They advocate for information fluency, inquiry-based learning, curriculum fidelity, creativity, planning, innovation and reading for enjoyment and lifelong learning to ensure that all students have access to proper learning resources and are prepared for the future.

**Not looked for**

0 Not looked for.

**Developing**

1 Understands the need to advocate for the library media program and resources to support the learning community.

**Proficient**

1 ...and Advocates for: Equitable access to 21st Century resources throughout the learning community.

1 ...and Integration of 21st Century skills and resources throughout the school's instructional program.

1 ...and Appropriate staffing for the school library program.

1 ...and Policies and procedures to support effective school library media programs.

1 ...and Shares relevant research, evidence of student learning, and other outcomes to educate the school community about effective school library media programs.

**Accomplished**

1 ...and Establishes internal and external partnerships to advocate for effective school library media program.

**Distinguished**

0 ...and Provides leadership beyond the school level in communicating the impact of library media program on 21st Century content and skills.

0 ...and Leverages partnerships to advocate at the local, district, state and/or national level for highly effective school library media programs.

**Not Demonstrated**

0 Not Demonstrated.

**Element Id. School library media coordinators demonstrate high ethical standards.**

School library media coordinators demonstrate ethical principles including honesty, integrity, fair treatment, and respect for others. They uphold the Code of Ethics for North Carolina Educators (effective June 1, 1997) and the Standards for Professional Conduct adopted April 1, 1998.

**Not looked for**

0 Not looked for.

**Developing**

1 Models ethical behavior as outlined in the Code of Ethics for NC Educators and the Standards for Professional Conduct.

1 Models best practices in copyright, ethical access and use of resources, intellectual property, and digital citizenship.

**Proficient**

1 ...and Educates students, teachers, and other members of the school community to use best practices in copyright, ethical access and use of resources, intellectual property, and digital citizenship.

**Accomplished**

1 ...and Partners with other libraries and community organizations to promote the use of best practices in copyright, ethical access and use of resources, intellectual property, and digital citizenship.

**Distinguished**

0 ...and Participates in state and/or national conversations regarding ethical access and use of resources, intellectual property, and digital citizenship.

**Not Demonstrated**

0 Not Demonstrated.

**Comments**

Palmer, Jennifer Lee: Mrs. Dextre is a leader in our school. She is a member of our Leadership and School Improvement teams. She is also the MTAC chair. Mrs. Dextre also supervises the Robotics team, stage crew, and Dungeons and Dragons Club. She supports our staff and students by researching best instructional practices, literacy strategies, and technology to support instruction in the classroom. Mrs. Dextre was observed during Literacy Night which she coordinated with our book fair anchoring the event. She collaborated with the ELA teachers and Drama teacher at our school to plan events for the night. Parents were able to attend sessions on EL Curriculum organized by grade, see

## Standard II. School library media coordinators build a learning environment that meets the instructional needs of a diverse population of students.

### Element IIa. School library media coordinators establish a learning environment that facilitates access to resources and addresses the learning needs of all members of the school community.

School library media coordinators create a welcoming and accessible physical space that facilitates active learning, promotes participation and collaboration and teamwork, and provides flexibility to accommodate multiple learning styles, 21st Century skills, and reading enjoyment. School library media coordinators incorporate a global view and multiculturalism in library services, programming, and collection development to meet the personal interests and learning needs of a diverse student population. They develop and implement strategies to remove barriers to open and equitable access to the library media center and its resources.

| Not looked for    | Developing  | Proficient   | Accomplished  | Distinguished   | Not Demonstrated    |
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| 0 Not looked for. | 1 Acknowledges that diversity impacts student learning. | 1 ...and Utilizes data to understand the diverse needs of the school community.<br>1 ...and Provides open and equitable access to resources that accommodate diverse student needs and interests.<br>1 ...and Fosters global literacy, awareness and cultural understanding. | 1 ...and Collaborates with teachers to develop culturally relevant classroom instructional practices.<br>1 ...and Leads professional development on resources and instructional strategies to meet the needs of a diverse population of students. | 0 ...and Recommends to school and/or district administrators changes to education programs and policies based on data analysis. | 0 Not Demonstrated. |

### Element IIb. School library media coordinators provide appropriate resources, services, and instruction for learners at all stages of development.

School library media coordinators model and promote the seamless integration of content, pedagogy, and technology to meet diverse student needs. They incorporate universal design to facilitate equitable access to information and resources for learning. They encourage the cultivation of creativity, reading interests, and critical thinking across multiple years of students' school careers.

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| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Recognizes the need to:<br/>Use technology and research-based instructional strategies.</p> <p>1 Use innovative instructional strategies to engage students.</p> <p>1 Differentiate instruction.</p> <p>1 Cultivate student creativity, reading interests, and critical thinking.</p> | <p><b>Proficient</b></p> <p>1 ...and Uses technology and research-based instructional strategies to deliver instruction.</p> <p>1 ...and Uses innovative instructional strategies to engage students.</p> <p>1 ...and Guides students to utilize critical thinking and creativity in the creation of new content.</p> <p>1 ...and Utilizes a variety of strategies to cultivate and support students' reading interests.</p> | <p><b>Accomplished</b></p> <p>1 ...and Collaboratively designs differentiated instruction that assures the integration of content, pedagogy, and technology across the curriculum.</p> <p>1 ...and Facilitates the collaborative design of learning experiences that cultivate creativity and critical thinking.</p> | <p><b>Distinguished</b></p> <p>1 ...and Leads professional development in the design of learning experiences that result in student-created content.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Comments**

Palmer, Jennifer Lee: Mrs. Dextre leads numerous staff development opportunities at our school. On our last workday, she led a professional development session on digital portfolios. The teachers who attended this session have started incorporating student portfolios into their classrooms. Mrs. Dextre is sought after for her expertise with both print and technology resources. Mrs. Dextre works hard to support all teachers at our school. She has created a welcoming and inviting library. Mrs. Dextre has trained students to become library leaders. She creates displays in the media center that are interesting and diverse.

**Standard III. School library media coordinators implement a comprehensive 21st Century library media program.**

**Element IIIa. School library media coordinators develop a library collection that supports 21st Century teaching and learning.**

School library media coordinators develop an appropriate and high quality library media collection that facilitates 21st Century teaching and learning. They use collection mapping and other collection analysis tools to ensure that the collection is dynamic, learner-centered, supports the North Carolina Standard Course of Study, and meets the unique needs of the school and its learners.

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| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Understands the components of a collection management plan.</p> <p>1 Recognizes that the collection management plan should be collaboratively developed and regularly updated.</p> | <p><b>Proficient</b></p> <p>1 ...and Systematically collects and utilizes data to collaboratively develop and regularly update the collection management plan.</p> <p>1 ...and Ensures that the library collection: Is aligned with and supports the NC Standard Course of Study.</p> <p>1 ...and Provides for the recreational and informational needs of students in a variety of formats.</p> | <p><b>Accomplished</b></p> <p>1 ...and Uses collection management plan data to solicit external resources to support collection development.</p> | <p><b>Distinguished</b></p> <p>0 ...and Provides leadership beyond the school level in best practices regarding the development and implementation of a high quality collection management plan.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Element IIIb. School library media coordinators serve, promote and facilitate inquiry-based instruction and the effective use of information and technology.**

School library media coordinators make their skills and expertise as well as the learning space and resources of the library media center flexibly available and easily accessible to all members of the school community. They help learners become discerning and effective users of information and ideas, and they promote the seamless integration of curriculum, pedagogy and technology to meet curricular goals. They encourage teachers and students to apply an inquiry-based approach to learning and actively support instructional practices that promote creativity and critical thinking.

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| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Understands and supports inquiry-based approaches to learning.</p> <p>1 Communicates the connection between a flexibly scheduled school library media program, collaboration with classroom teachers, and student learning.</p> | <p><b>Proficient</b></p> <p>1 ...and Collaboratively plans, implements, and assesses inquiry-based instruction.</p> <p>1 ...and Ensures that library resources and technology are flexibly available and easily accessible.</p> | <p><b>Accomplished</b></p> <p>1 ...and Leads other educators in the implementation of inquiry-based instruction.</p> <p>1 ...and Shares data about library accessibility with the school community.</p> | <p><b>Distinguished</b></p> <p>1 ...and Communicates data that illustrate the connection between an open and flexibly scheduled library media program, collaboration with classroom teachers, and student learning.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Comments**

Palmer, Jennifer Lee: Mrs. Dextre consistently analyzes media data. She uses the checkout data to determine needs in the media center. She has shared data with our PTA to inform the parents and school community about our needs in the media center. During Literacy Night, parents were able to attend sessions presented by grade level which provided them with an overview of the ELA curriculum and standards that would be covered during the school year. Parents were provided with strategies to support their child with the EL curriculum.

**Standard IV. School library media coordinators demonstrate knowledge of learners and learning and promote effective instructional practices.**

**Element IVa. School library media coordinators use effective pedagogy to infuse content-area curricula with 21st Century skills.**

School library media coordinators integrate 21st Century skills in instructional design, delivery, and assessment to meet curriculum objectives and produce positive learning outcomes for students. They promote best instructional practices and curriculum fidelity through collaboration and support to educators. They model and facilitate access to current information and technology tools and participatory and social learning.

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| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Understands the need for participatory and social learning for 21st Century learners.</p> <p>1 Understands the Framework for 21st Century Learning.</p> | <p><b>Proficient</b></p> <p>1 ...and Utilizes participatory and social learning experiences in instruction.</p> <p>1 ...and Collaborates with school staff to incorporate participatory and social learning into their instructional practices.</p> <p>1 ...and Designs, delivers and assesses instruction that integrates 21st Century skills and content.</p> | <p><b>Accomplished</b></p> <p>1 ...and Models and leads other educators in the use of: Participatory and social learning experiences.</p> <p>1 ...and The design, delivery and assessment of instruction that integrate 21st Century skills and content.</p> | <p><b>Distinguished</b></p> <p>0 ...and Assists content area teachers in understanding the relationship between the quality of instructional design and positive learning outcomes for students.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Element IVb. School library media coordinators know the content appropriate to their teaching specialty.**

School library media coordinators model, promote, and support other educators in the effective use of information resources, best practices in research, multiple literacies, digital safety, and the ethical use of information and technology resources. They collaboratively develop and utilize research-based pedagogical strategies to make the curriculum rigorous and relevant for all students and provide a balanced curriculum that enhances literacy skills. They apply the content standards for students developed by their professional organizations. School library media coordinators collaboratively design, use, and communicate innovative outcome measures to identify evidence of student learning using 21st Century skills across all curriculum areas.

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| <p><b>Not looked for</b></p> <p>0 Not looked for.</p> | <p><b>Developing</b></p> <p>1 Teaches students: Safe and ethical use of information and technology resources.</p> <p>1 Effective strategies for accessing, evaluating, and synthesizing information resources to support learning.</p> <p>1 Utilizes a research model in the school library media center.</p> <p>1 Demonstrates knowledge of curriculum goals across grade levels and subject areas.</p> | <p><b>Proficient</b></p> <p>1 ...and Works with teachers to: Assure that students are safe and ethical users of information and technology resources.</p> <p>1 ...and Integrate effective strategies for accessing, evaluating, and synthesizing information resources to support teaching and learning.</p> <p>1 ...and Implement a school wide research model.</p> | <p><b>Accomplished</b></p> <p>1 ...and Provides leadership in: The ethical and appropriate use of information and technology resources.</p> <p>1 ...and Collaboratively assessing, evaluating, and synthesizing information resources to support teaching and learning.</p> | <p><b>Distinguished</b></p> <p>0 ...and Participates in district, state, or national conversations and debates regarding the safe, ethical and appropriate use of information and technology resources.</p> <p>0 ...and Provides educational opportunities at the district, state or national level for professional staff members regarding the safe, ethical and appropriate use of information and technology resources.</p> | <p><b>Not Demonstrated</b></p> <p>0 Not Demonstrated.</p> |
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**Element IVc. School library media coordinators promote reading as a foundational skill for learning.**

School library media coordinators champion reading for information, pleasure and lifelong learning. They build relationships with students to discover reading interests and assist in finding engaging and appropriate materials to encourage a love of reading. They partner with teachers in

identifying the reading interests and needs of students and recommending appropriate resources.

| <b>Not looked for</b> | <b>Developing</b>   | <b>Proficient</b>   | <b>Accomplished</b>   | <b>Distinguished</b>   | <b>Not Demonstrated</b> |
|-----------------------|---|---|---|--|-------------------------|
| 0 Not looked for.     | 1 Identifies appropriate resources based on student interests and needs to scaffold and support differentiated instruction.<br><br>1 Assists students in finding engaging and appropriate information resources by building on their interests. | 1 ...and Challenges students to read: For pleasure.<br><br>1 ...and Independently.<br><br>1 ...and Increasingly complex materials.<br><br>1 ...and A variety of materials.<br><br>1 ...and Across a variety of subject areas and disciplines.<br><br>1 ...and Partners with teachers in identifying the reading interests and needs of students.<br><br>1 ...and Recommends appropriate resources to address the reading interests and needs of students. | 1 ...and Expands and enhances the quantity and quality of students' reading activities.<br><br>1 ...and Promotes the use of a variety of engaging and appropriate materials to support reading instruction. | 1 ...and Involves stakeholders in leisure reading activities.<br><br>0 ...and Provides leadership in implementing community partnerships to support literacy programs. | 0 Not Demonstrated.     |

**Comments**

Palmer, Jennifer Lee: Mrs. Dextre collaborates with core teachers to integrate 21st Century skills into their classroom lessons. She is always a facilitator of the 4C's and higher order thinking skills. Mrs. Dextre works to ensure that our campus will have a quality technology plan for years to come. During Impact time, she works with our robotics team so that they are ready for various competitions. Recently, she had a high school team come and visit our team which our students loved.

**Standard V. School library media coordinators reflect on their practice.**

**Element Va. School library media coordinators analyze student learning.**

School library media coordinators use formative and summative assessments to collect data about student learning in the library media center and its impact on student achievement. They use multiple sources and types of data to improve their professional practice.



**Not looked for**

1 Not looked for.

**Developing**

0 Thinks systematically and critically about the impact of the school library media program on student learning.

**Proficient**

0 ...and Develops and implements a long-term strategic library program plan that:  
Is based on evidence and best practices.

0 ...and Reflects the goals of the school improvement plan.

0 ...and Collects and uses relevant data to improve their professional practice and the library media program.

**Accomplished**

0 ...and Seeks feedback from stakeholders on the effectiveness of service delivery and needed changes.

0 ...and Conducts action research to determine the impact of the school library media program on student achievement.

0 ...and Stays abreast of current research about student learning and emerging resources and encourages the school to adopt or adapt them for the benefit of all students.

0 ...and Leverages resources to implement action research findings.

**Distinguished**

0 ...and Advocates for changes to the school library media program guided by action research findings.

0 ...and Collaborates with stakeholders to use action research findings in the implementation of the school library media program.

**Not Demonstrated**

0 Not Demonstrated.

**Element Vb. School library media coordinators link professional growth to their professional goals.**

School library media coordinators actively seek ongoing professional development to improve their practice and the effectiveness of the library media program.

**Not looked for**

1 Not looked for.

**Developing**

0 Develops and follows a professional growth plan aligned to evaluation results and professional practice needs.

0 Understands that personal culture and experiences may impact professional practice.

**Proficient**

0 ...and Participates in professional development that:  
Addresses professional growth goals.

0 ...and Reflects 21st Century skills and knowledge.

0 ...and Is aligned with State Board of Education and school and district priorities.

**Accomplished**

0 ...and Applies and implements knowledge and skills attained from professional development to improve the library program and their practice.

**Distinguished**

0 ...and Assesses the impact of professional development on the effectiveness of their instruction and the library program.

**Not Demonstrated**

0 Not Demonstrated.

**Element Vc. School library media coordinators function effectively in a complex, dynamic environment.**

School library media coordinators adapt to a rapidly changing information and technology environment. They thrive in an increasingly digital information landscape and continuously adapt their professional practice based on research and student data to support school goals.

**Not looked for**

1 Not looked for.

**Developing**

0 Stays current with evolving research about the changing information and technology environment.

**Proficient**

0 ...and Applies findings from evidence-based research to professional practices.

0 ...and Seeks new ideas that support students' social, emotional, psychological, and academic success.

0 ...and Changes practice to best meet the evolving needs of students, families, schools, and communities.

**Accomplished**

0 ...and Routinely monitors the impact of changes to professional practice.

**Distinguished**

0 ...and Uses the results of monitoring activities to improve the school library media program.

0 ...and Shares results of monitoring activities and offers recommendations for the improvement of the school library media program throughout the school and district.

**Not Demonstrated**

0 Not Demonstrated.

**Comments**