

Infield Status Rubric for Educational Media Specialist

Per Board Policy 4003.4 – Authority: F.S. 1012.42

Name: _____		Personnel# _____
Requirements: Teacher must meet the following criteria:		
<ol style="list-style-type: none"> 1. Hold a valid Florida Temporary or Professional Certificate in another subject content area, and 2. Document 100 points appropriate to the Educational Media Specialist area as calculated below, and 3. Submit completed Rubric with all attachments to Daryl Diamond and Neena Grosvenor at Daryl.diamond@browardschools.com and neena.grosvenor@browardschools.com. 		
INFIELD SUBJECT COMPETENCY CRITERIA	COMPETENCY CRITERIA DESCRIPTIONS	POINTS AWARDED (Leave Blank)
MANDATORY COMPLETION OF ALL ITEMS BELOW		
Experience in the subject area	Successful teaching experience within the last 5 years as evidenced by documentation that shows mastery. 12 points per school year 60 points maximum	
Classroom Observation and performance evaluation in the subject	Classroom observation evaluation available at the time of completion of this form in the subject, conducted by the supervisor within the past year, using a state-approved performance assessment system. DO NOT ATTACH ANYTHING FOR THIS SECTION. THE INFORMATION WILL BE OBTAINED BY TALENT ACQUISITION & OPERATIONS BASED ON YOUR RATING IN OBSERVATION. An effective (or equivalent) evaluation equals 40 Points A highly effective (or equivalent) evaluation equals 50 Points	
Completed 48 hours of New Media Specialist Professional Learning (PL)	6 Professional Learning (PL) Days Options: PL 1: Program Administration: Goals and Objectives, Library Management System Cataloging and Processing. (8 hours) PL 2: Program Evaluation: Florida's K-12 Library Program Evaluation and State Standards Alignment, Personalized Learning and Technology Integration (8 hours) PL 3: Financials: Budgeting/Funding Sources/Purchasing, Records Management (8 hours) PL 4: Collection Development: Acquisition of Materials, book reviews (8 hours) PL 5: Collection Management: Inventory, Age of Collection, Weeding and Acquisition (8 hours) PL 6: End of Year Procedures: Annual Report, Reading Across Broward Award, Ending Circulation (8 hours) A total of 48 points will be awarded. All training must be completed in this area.	

Attach documentation for each competency criteria selected, unless otherwise noted, and submit completed packet with signature and date to the appropriate subject matter Director. Schools retain a copy of full packet at your location for audit purposes.

Approved by: _____ Date: _____
Director/Content Area Specialist

TAO Office Use Only: SAP Updated _____ Date _____
