

Communication and Information Specialist

Category	Novice	Developing	Mature
A. Information Specialist F. Communication	Listen and respond to needs of students, staff and administration. (F1)	Establish rapport and foster mutual respect with the school community to create a positive attitude among users of the services. (F2)	Involve school community in selecting, using and evaluating resources, technology and facilities (A4)
	Work as an effective team member (F5)	Use appropriate and effective oral, written and media based communication techniques for a variety of audiences (F3)	Apply appropriate techniques of public relations, communication and group dynamics (F4)
	Assess emerging technologies for applications to the instructional program (A3)	Develop and implement a policy and procedure for the selection of resources (A1)	Assess, develop and evaluate the collection in terms of curriculum needs (A2)