

Administrative Leadership, Management and Organization

Category	Novice	Developing	Mature
D. Administrative Leadership E. Management and Organization	Describe adequate facilities and arrange existing facilities to the best advantage based on needs and objectives (E2)	Establish procedures for evaluating the extent to which program goals and objectives have been achieved. (D5)	Provide policies and procedures for efficient and effective acquisition, cataloging, processing, circulation, storage, maintenance and retrieval of resources and equipment. (E4)
	Develop short and long-range plans with teachers, administrators, and community to meet goals of a comprehensive school library media program, which is integral to the school's educational process (D1)	Develop plans to promote the role of the school library media program to school community ... to increase use, ensure adequate financial support, and improve visibility and status (D7)	Plan and direction of school media center program by establishing a working structure within which individual library staff members function as a team to carry out assigned responsibilities designed to meet overall goals and objectives (E5)
	Develop a budget for facilities, personnel, resources and technology that reflects the needs goals, and objectives of the school library media	Allocate budgeted funds based on cooperative planning with an advisory committee which has considered needs, objectives, formulas and	Provide clear understanding of information on the important role of the school library media program and effectively publicize

	program (D2)	state and national standards. (E1)	services and resources of the program. (D6)
	Assess existing and emerging technologies and apply them when appropriate to provide for the efficient management, administration and implementation of an effective school library media program. (D4)	Develop procedures for training and evaluating all library media personnel; student assistants and volunteers (E3)	Define personnel needs, write job descriptions, identify procedures for securing qualified people, develop personnel competencies and evaluate staff performance. (D3)