**Mansfield University Competency Checklist**

MANSFIELD UNIVERSITY

School Library and Information Technologies

Competency Checklist for School Library Certification

The Mansfield University School Library and Information Technologies degree is based upon the NCATE AASL/ALA and the PDE standards and sub strands. While this framework provides the underlying foundation for the courses offered, the actual course content was designed to match the pragmatic needs that an effective school librarian must know, understand, and internalize to be successful.

To ensure that students have mastered all of the skills we are requiring them to complete this checklist. Students are encouraged to include this document as part of their professional portfolio.

. The student used the following guide to rate their attainment of the competencies:

High Attainment – I have the background knowledge and/or skills to independently and competently complete this competency or task (without supervision or assistance as might be provided by a university instructor or a mentor librarian). I am comfortable with my capabilities in this area.

Medium Attainment – I have the background knowledge and an understanding of the competency but have not had an opportunity to apply my knowledge to an actual work experience or opportunity. (This may require the supervision or assistance as might be provided by a university instructor or a mentor librarian.) Although I believe that I can perform this competency when necessary, but haven’t yet applied or attempted it.

Low Attainment – I don’t feel that I have the background knowledge and/or skills to independently and competently complete this competency or task without additional training or learning and/or the assistance of another professional, such as a university instructor or a mentor librarian.

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| Level of  Attainment | Course  Number | **All items marked with a bullet must be evaluated by the student.** |
| High  Med  Med  Med  High  High  High  High  High  Level of  Attainment | 5501, 5515, 5535  5501, 5535, 5540  5535, 5540  5535  Most courses  5510  5501, 5510, 5515, 5520  5510, 5515, 5520  5515  Course  Number | The School Library and Information Technologies program offered by Mansfield University requires candidates to demonstrate a knowledge of the fundamental concepts of library science utilized in teaching K-12 grade students including:   1. **Knowing the Content -**   IA. Instructional collaboration with school staff that integrates curricula content with access to and use of resources in varied formats. The school librarian can:   * Design, write, and implement a curriculum which fully integrates information management skills and the use of information in the educational program. * Apply learning theories to information seeking and use in instruction, including critical thinking and problem solving skills. * Design and select instructional methodologies and resources to meet student and curricular needs. * Assess student progress and evaluate instruction.   IB Information technologies utilized in management, administration, and instructional programs in the school library and media center. The school librarian can:   * Use automated tools such as word processing, databases and spreadsheets. * Acquire and identify types of vendors of audiovisual equipment, computer technologies, and distance education systems. * Apply technological processes to instruction, budgeting, circulation, cataloging, and materials development. * Use multimedia products, local and wide area networks and online services.   IC Media Center resources and collections. The school librarian will know:   * Social and psychological factors affecting people's use of resources.   **All items marked with a bullet must be evaluated by the student.** |
| High  High  High  High  High  Med  High  Med to High  High  High  High  High  High  Level of Attainment | 5505  5505  5515  5545  5520  5520  5515, 5520  5525  5515, 5530  5515, 5520  5530, 5562  5525  5530  5530  5505, 5562  5501, 5520  5540  5535, 5540, 5562 | * Traditional forms of print and audiovisual resources as well as online services. * Curriculum materials produced for children & young adults. * Procedures for technical processing, collection, maintenance, weeding, and evaluation. * Implications of copyright and intellectual property law. * Classification and cataloging systems, including and Dewey Decimal and Library of Congress classifications, the Anglo-American Cataloging Rules, Sears List of Subject Headings, and ALA filing Rules. * MARC records in automated library systems. * Formats for organizing and documenting a collection of materials.   ID Management and Administration of the library media center. The school librarian will be able to:   * Manage the center's budget. * Define the center's missions and priorities. * Manage staffing, facilities, program planning, and financial issues. * Supervise and train library support staff and volunteers. * Plan and evaluate center objectives and needs. * Identify alternative funding resources and grant writing activities. * Promote media center services in the school and community.   IE Promote information literacy through the use of technology and programs. The school librarian will be able to:   * Evaluate student competencies as self-motivated readers. * Develop skills needed to access and use media in all formats. * Provide instruction in the use of various forms of information.   **All items marked with a bullet must be evaluated by the student.** |
| Med  High  High  High  High  High  Med  High  High | 5501, 5505, 5520, 5535  5545  5545, 5562  5545, 5562  5545  5525, 5545  5501, 5505, 5515, 5535, 5540  5505, 5510, 5535  5501, 5562 | **II Performances**.  IIA School librarians need to have a solid knowledge and competencies in fostering student learning through multiple instructional methodologies and including:   * Plan instruction based upon knowledge of subject matter, students, community, and Pennsylvania Academic Standards, which promote problem analysis, creativity, and decision-making skills.   IIB Manage the instructional environment. The school librarian will:   * Create a climate that promotes fairness. * Establish and maintain rapport with students. * Communicate challenging learning expectations to each student. * Establish and maintain consistent standards of classroom behavior. * Make the physical environment safe and conducive to learning. * IIC The school librarian will adapt and assimilate effective instructional strategies, curriculum resources and technologies in collaboration with other educators in order to develop students' abilities for learning, understanding, evaluating, and synthesizing information. * IID. The school librarian will analyze and modify instructional materials to meet the learning needs and reading levels of diverse learners. * IIE. The school librarian will monitor students' understanding and awareness of library services and resources through a variety of means, providing feedback to students to assist learning, adjust instructional strategies, and improve library services.   III **Professionalism**. The professional education program provides evidence that Library Science certification candidates demonstrate knowledge and competencies that foster professionalism in school and community settings.  **All items marked with a bullet must be evaluated by the student.** |
| High  High  Med  Med | 5501, 5530, 5540  5540, 5545  5501, 5505, 5510, 5515  5530 | * IIIA. The school librarian will know professional organizations, publications, resources and plans for professional development. * IIIB. The school librarian will understand integrity and ethical behavior, professional conduct as stated in Pennsylvania's Code of Professional Practice and Conduct for Educators and local, state, and federal laws and regulations. * IIIC. The school librarian will collaborate with school colleagues, higher education, and other community organizations to enhance and expand library services. * IIID. The school librarian will communicate effectively with parents/guardians, other agencies, and the community at large to support learning by all students. |

**Mansfield University Coursework Completed and In-Progress as of September 13, 2009.**

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| **Course Title** | **Grade Achieved** | **Semester Taken** |
| 5525- Strategic Library Management | In- progress | Fall 2009 |
| 5562- Practicum in School Library | In-Progress | Fall 2009 |
| 5564- Seminar | In-progress | Fall 2009 |
| 5505- Core Resources | A | Summer 2009 |
| 5530- Library Advocacy | A | Summer 2009 |
| 5515- Collection Mgmt | A | Spring 2009 |
| 5520- Cataloging and Classification | B | Spring 2009 |
| 5545- Access and Legal Issues | A | Spring 2009 |
| 5501- Instructional Collaboration | A | Fall 2008 |
| 5510- Electronic Delivery Systems | A | Fall 2008 |
| 5540- Information Searching, Retrieval, and Presentation | A | Fall 2008 |
| 5500- Intro Seminar | A | Summer 2008 |
| 5535- Info Literacy & Academic Standards | A | Summer 2008 |