

Library Media Specialist Evaluation Record

Name of Library Media Specialist _____ Date _____

School(s) _____ **Transfer***

Has completed minimum requirements for learning resources (library media) endorsement*? Yes _____ No _____ Voluntary

Involuntary

Years in profession* _____ Not applicable
**To be filled in by Library Media Specialist*

Areas considered

S	U

- Professional preparation and scholarship
- Library media center management
- Staff/curriculum support
- Relationship with students
- Instructional skills
- Effort toward improvement

The following steps have been adhered to in this evaluation:

1. Pre-observation conference(s):
 (date/s) Activities to be observed: _____

2. Formal observation #1: _____ minutes
 (date)
3. Formal observation #2: _____ minutes
 (date)
4. Informal observations: Yes No
5. Post observation conference(s) analysis.
 (date/s) Both parties understand and have discussed the indicators (attached) for each category. Collected data have been examined and interpreted.

Key: S—Satisfactory; U—Unsatisfactory

Explanation of any unsatisfactory rating attached.

Evaluator's comments: (This section is to address areas of outstanding performance and/or suggestions for improvement.)

Library Media Specialist's comments:

Library Media Specialist's addenda attached

 Library Media Specialist's signature Date Evaluator's signature Date

Signature on this summary does not necessarily mean the library media specialist agrees with the evaluation but indicates the library media specialist has participated in the evaluation, has read the summary and has had an opportunity for discussion. The library media specialist understands that she/he has the privilege of discussing the content of this evaluation with the Assistant Superintendent, Human Resources/Personnel. The library media specialist may also attach addenda.

Long Form Library Media Specialist Observation Worksheets

Name of Library Media Specialist _____ School _____

GENERAL: Use sections I, II, III, IV and V to evaluate library media specialist's performance based on professional contacts and activities throughout the year.

KEY: S—Satisfactory; U—Unsatisfactory
NO/NA—Not Observed/Not Applicable

I. Professional Preparation & Scholarship/Knowledge of Subject Matter

- | | S | U | NO/NA |
|--|--------------------------|--------------------------|--------------------------|
| A. Demonstrates knowledge of subject matter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is committed to library media as a profession. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Participates in inservice/professional development on a continuing basis. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Keeps current on methods of accessing information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

II. Library Media Center Management

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| A. Maintains the library media center to make materials easily accessible to patrons. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Administers the library media center budget in response to curricular needs and to enhance literature appreciation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Follows District library policies, procedures and systems to maintain the collection (i.e., reviewing, ordering, inventorying and weeding). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

III. Staff/Curriculum Support

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| A. Participates in school, District, departmental and grade-level curriculum design and assessment when appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Helps teachers develop instructional activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Provides expertise in the selection, evaluation and use of materials and technologies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Translates curriculum needs into library media center program goals and objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IV. Relationship with Students

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| A. Treats students as individuals in a professional manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Demonstrates consideration for each student's unique background, characteristics and needs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Treats information in an ethical manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Shows consistency and fairness in dealing with students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

V. Efforts Toward Improvement

- A. Responds positively to constructive criticism.
- B. Solicits specific suggestions from colleagues and administrators.
- C. Demonstrates commitment toward identified building goals.
- D. Implements specific suggestions for improvement to meet an adequate level of performance in an identified area(s).

S	U	NO/NA

VI. Instructional Skills

Date #1 _____ Date #2 _____

Preparation for observation: The library media specialist and principal/designated evaluator should meet together to consider areas to be emphasized during the observation(s). The observation form may be filled out with the aid of notes made during the observations. Section V will be completed using information derived from direct observations. The "1" refers to the first observation, the "2" refers to the second observation. Pre-observation conference notes may be placed on the last of these worksheets. Additional observations beyond the minimum should be documented on the Observation Summaries Worksheet.

KEY: S—Satisfactory; U—Unsatisfactory
NO/NA—Not Observed/Not Applicable

- A. Assesses previous learning to select objectives which are appropriate to content and learners.
- B. Selects, organizes and uses instructional materials appropriate to students, subject matter and objectives.
- C. Teaches to selected learning objectives.
- D. Monitors student participation and adjusts accordingly.
- E. Focuses attention of the students as appropriate.
- F. Provides activities/assignments which encourage independent learning.
- G. Demonstrates use of commonly accepted principles of learning, e.g., motivation, reinforcement, student participation, etc.
- H. Implements a lesson design which is consistent with the desired learning.

	S	U	NO/NA
#1			
#2			
#1			
#2			
#1			
#2			
#1			
#2			
#1			
#2			
#1			
#2			

