



LIBRARY MEDIA SPECIALIST EVALUATION FORM

Teacher's Name: Position: School/Department:

Evaluator's Name: Position: School/Department:

School Year: Date:

Observation Dates/Time/Duration:

EVALUATION KEY: **UL:** Unsatisfactory and lack of satisfactory progress over time; **U** = Unsatisfactory; **1, 2, 3** – Low to high satisfactory performance range; **NA** = Not applicable or not observed

CURRICULUM AND INSTRUCTION

Planning and Preparation	UL	U	1	2	3	NA
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1. Communicates high standards and expectations to students.
2. Is up to date regarding print, media, and online resources and promote their ethical use.
3. Collaborates effectively with individual staff members and interdisciplinary teams to link content, information needs, learning outcomes, and assessments.
4. Curriculum reflects State and CPS frameworks and learning expectations to match collection to needs of students and teachers.
5. Uses appropriate inquiry-based instructional materials that imbed the use of information, media, and technology in the learning process and presentation.
6. Effectively combines literature studies and informal access to collections for literacy development and personal enjoyment.
7. Monitors students' understanding of the curriculum effectively and adjusts instruction, materials, or assessments where appropriate.

Comments:

Instruction	UL	U	1	2	3	NA
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1. Makes learning goals clear to students.
2. Uses appropriate instructional strategies.
3. Uses appropriate questioning strategies.
4. Evaluates, tries innovative approaches, and refines instructional strategies, including use of technologies, to increase student learning and confidence to learn.

Comments:

Learning Environment	UL	U	1	2	3	NA
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1. Creates an environment that is positive for student learning and involvement.
2. Maintains appropriate standards of behavior, mutual respect, and safety.
3. Promotes confidence and perseverance in students to stimulate increased personal responsibility for achieving the goals of the curriculum.
4. Strives to ensure equitable opportunities for student learning.
5. Demonstrates appreciation for, and sensitivity to, the diversity among individuals.

Comments:

Parent Interactions	UL	U	1	2	3	NA
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1. Is constructive and cooperative in interactions with parents and receptive to parent contributions and appropriate use of library resources and facility.
2. Communicates regularly with parents regarding library media services and programs as they relate to student progress towards meeting learning goals.

Comments:

Contributing Member of Staff	UL	U	1	2	3	NA
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1. Shares responsibility for accomplishing the goals and priorities of the school, grade, team, and/or department and for achieving school and district improvement plan objectives.

Comments:

Professional Learning and Growth	UL	U	1	2	3	NA
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1. Is a reflective and continuous learner.
2. Engages in professional development activities and individual professional development planning.

Comments:

Performance of Routine Professional Obligations	UL	U	1	2	3	NA
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1. Responsibly meets professional obligations as regards punctuality, attendance, and assigned routine duties, policies and guidelines in performing professional responsibilities.
2. Effectively manages an automated flexibly-scheduled facility that fosters equitable opportunities for both guided and independent use by classes, groups, and individuals.

Comments:

SUMMARY:

Teacher successfully completed Administrative Assessment and is recommended for continued employment.
Teacher recommended to engage in professional improvement plan.
Teacher not recommended for continued employment.

ADDITIONAL COMMENTS:

TEACHER COMMENTS:

Evaluator's Signature: _____ **Date:** _____

Teacher's Signature: _____ **Date:** _____

(Teacher's signature does not necessarily indicate agreement with evaluation, only that evaluator reviewed with teacher.)