

## Library Media Specialist Observation Tool

**Directions:** Completed by principal. Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

Text boxes expand to accommodate multiple evidence examples.

**Library Media Specialist:**

**School:**

**Evaluator:**

**Date:**

Component:	Rating:				Evidence:
<i>1A</i> - Demonstrating Knowledge of Content Curriculum and Process	I	D	A	E	
<i>1B</i> - Demonstrating Knowledge of Students	I	D	A	E	
<i>1C</i> - Supporting Instructional Goals	I	D	A	E	
<i>1D</i> - Demonstrating Knowledge and Use of Resources	I	D	A	E	
<i>1E</i> - Demonstrating a Knowledge of Literature and Lifelong Learning	I	D	A	E	
<i>1F</i> - Collaborating in the Design of Instructional Experiences	I	D	A	E	
<i>2A</i> - Creating an environment of respect and rapport	I	D	A	E	
<i>2B</i> - Establishing a Culture for Learning	I	D	A	E	
<i>2C</i> - Managing Library Procedures	I	D	A	E	
<i>2D</i> - Managing student behavior	I	D	A	E	
<i>2E</i> - Organizing physical space	I	D	A	E	
<i>3A</i> - Communicating Clearly and Accurately	I	D	A	E	
<i>3B</i> - Using Questioning and Research Techniques	I	D	A	E	
<i>3C</i> - Engaging Students in Learning	I	D	A	E	
<i>3D</i> - Assessment in Instruction (whole class, one-on-one and small group)	I	D	A	E	
<i>3E</i> - Demonstrating Flexibility and Responsiveness	I	D	A	E	
<i>4A</i> - Reflecting on Practice	I	D	A	E	

<i>4B - Maintaining Accurate Records</i>	I	D	A	E	
<i>4C - Communicating with School Staff and Community</i>	I	D	A	E	
<i>4D - Participating in a Professional Community</i>	I	D	A	E	
<i>4E - Growing and Developing Professionally</i>	I	D	A	E	
<i>4F Collection Development and Maintenance</i>	I	D	A	E	
<i>4G- Managing the Library Budget</i>	I	D	A	E	
<i>4H- Managing Personnel</i>	I	D	A	E	
<i>4I- Professional ethics</i>	I	D	A	E	

**X** \_\_\_\_\_

Teacher

**X** \_\_\_\_\_

Observer