

# USD 464 Library/Media Evaluation Form

Educator \_\_\_\_\_

School \_\_\_\_\_

Administrator \_\_\_\_\_

Teaching Assignment \_\_\_\_\_

## DOMAIN 1: PLANNING AND PREPARATION

	Unsatisfactory	Basic	Proficient	Exemplary
Demonstrating knowledge of literature and current trends in library media practice and information technology				
Demonstrating knowledge of the school's program and student information needs within that program.				
Establishing goals for the library media program appropriate to the setting and the students served.				
Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan.				
Planning the library media program integrated with the overall school program.				
Developing a plan to evaluate the library media program				

Comments:

## DOMAIN 2: THE ENVIRONMENT

	Unsatisfactory	Basic	Proficient	Exemplary
Creating an environment of respect and rapport.				
Establishing a culture for investigation and love of literature				
Establishing and maintaining library procedures.				
Managing student behavior.				
Organizing physical space to enable smooth flow				

Comments:

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<b>DOMAIN 3: DELIVERY OF SERVICE</b>				
	Unsatisfactory	Basic	Proficient	Exemplary
Maintaining and extending the library collection in accordance with the school's needs and within budget limitations.				
Collaborating with teachers in the design of instructional units and lessons				
Engaging students in enjoying literature and in learning information skills				
Assisting students and teachers in the use of technology in the library media center				
Demonstrating flexibility and responsiveness				
Comments:				
<b>DOMAIN 4: PROFESSIONAL RESPONSIBILITIES</b>				
	Unsatisfactory	Basic	Proficient	Exemplary
Reflecting on practice				
Preparing and submitting reports and budgets				
Communicating with the larger community				
Participating in a professional community				
Engaging in professional development				
Showing professionalism				
Comments:				

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Dates of Observations \_\_\_\_\_

Observation #1 \_\_\_\_\_ Observation #2 \_\_\_\_\_

Additional Comments by the Evaluator (if any):

Comments by the Educator (if any):

An evaluation conference has been held. The educator's signature may not necessarily imply agreement with the evaluation content. The educator has the right to reply to this evaluation. A copy of this rebuttal must be turned in to the evaluator within two weeks of receiving this evaluation. It will be attached to the evaluation and forwarded to the district office.

\_\_\_\_\_  
Educator Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Evaluator Signature

Date \_\_\_\_\_