

**EVALUATION OF PROFESSIONAL STAFF  
LIBRARIAN OBSERVATION RECORD**

LIBRARIAN \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE: \_\_\_\_\_

This observation record is to be completed by the supervisor. Following a conference with the librarian observed, signed copies will be distributed to the superintendent, principal, and librarian.

**S** Satisfactory    **NI** Needs Improvement    **U** Unsatisfactory    **N** Not Observed

**1. Interpersonal Skills**

DEMONSTRATES POSITIVE INTERPERSONAL RELATIONS WITH STUDENTS:

- A.    \_\_\_ Communicates effectively with students and staff.
- B.    \_\_\_ Interacts with individual students in a mutually respectful and friendly manner.
- C.    \_\_\_ Protects each user's right to privacy and confidentiality in library media center use.
- D.    \_\_\_ Demonstrates understanding and acceptance of different views and values.
- E.    \_\_\_ Gives constructive criticism and praise when appropriate.

DEMONSTRATES POSITIVE INTERPERSONAL RELATIONS WITH EDUCATIONAL STAFF:

- A.    \_\_\_ Interacts with colleagues in planning instructional activities for
- B.    \_\_\_ Shares ideas and methods with other teachers and staff.
- C.    \_\_\_ Makes appropriate use of support staff services.
- D.    \_\_\_ Works cooperatively with the school's administration to implement policies and regulations for which the school is responsible.
- E.    \_\_\_ Informs administrators and/or appropriate personnel of school related matters.
- F.    \_\_\_ Responds constructively to criticism, advice, questions, and recognition.

DEMONSTRATES POSITIVE INTERPERSONAL RELATIONS WITH PARENTS/STUDENTS:

- A.    \_\_\_ Provides a climate which encourages communication between the library media center and parents or students.
- B.    \_\_\_ Cooperates with parents in the best interest of students.
- C.    \_\_\_ Handles complaints and/or challenged materials in a firm but friendly manner.

**2. Curriculum Knowledge**

PLANS AND IMPLEMENTS THE LIBRARY MEDIA CENTER PROGRAM OF LIBRARY MEDIA SKILLS:

- A.    \_\_\_ Considers long-range objectives when planning instruction
- B.    \_\_\_ Develops sequential, short-range objectives which facilitate progress toward defined long-range objectives.

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- C.  Demonstrates knowledge of the general curriculum and observes recommended steps of teaching when informal instructional
- D.  Plans with teachers to identify and implement the library media
- E.  Encourages independent use of the facility, collection, and equipment by students and staff.
- F.  Serves as instructional resource consultant and media specialist to teachers and students.

**3. Instructional Skills and Techniques**

EXERCISES LEADERSHIP AND SERVES AS A CATALYST IN THE INSTRUCTIONAL PROGRAM:

- A.  Provides inservice training and library media center orientation as needed.
- B.  Administers resource sharing, interlibrary loan, and/or networking activities.

PROMOTES THE DEVELOPMENT OF READING SKILLS AND READING APPRECIATION:

- A.  Conveys enthusiasm for books and reading.
- B.  Develops activities and/or provides individual guidance to motivate reading.

SUPPORTS CLASSROOM TEACHERS IN THEIR INSTRUCTIONAL UNITS:

- A.  Assists in choosing and collecting appropriate materials.
- B.  Cooperatively plans and teaches content appropriate to library media center objectives.

PROVIDES RESOURCES FOR PROFESSIONAL GROWTH OF FACULTY AND STAFF:

- A.  Identifies and encourages use of materials from the library media
- B.  Informs staff of new materials, equipment, and research in which they have special interest.

**4. Media Center Management**

RECOGNIZES THE CRITICAL ROLE OF INFORMATION RETRIEVAL IN THE FUTURE OF EDUCATION:

- A.  Makes long-range plans which guide the development of the library media center.
- B.  Provides leadership in using newer technologies for instruction.

ESTABLISHES AND MAINTAINS AN ENVIRONMENT IN WHICH STUDENTS AND STAFF CAN WORK AT PRODUCTIVE LEVELS:

- A.  Maintains the library media center in a functional, attractive, and orderly environment conducive to student learning and to support the objectives of the instructional program, providing areas for various
- B.  Assumes responsibility for proper care and safety of library media center facilities, materials, and equipment.

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MANAGES STUDENT BEHAVIOR IN A CONSTRUCTIVE MANNER:

- A. \_\_\_ Encourages student self-direction and responsibility for learning; maintains a productive balance between freedom and control.
- B. \_\_\_ Exercises consistency in discipline policies.
- C. \_\_\_ Corrects disruptive behavior constructively.

DEMONSTRATES COMPETENCY IN SELECTION, ACQUISITION, CIRCULATION, AND MAINTENANCE OF MATERIALS AND EQUIPMENT:

- A. \_\_\_ Uses a district-approved selection policy based on state guidelines.
- B. \_\_\_ Selects materials and equipment which support the curriculum and promote the school's educational philosophy.
- C. \_\_\_ Uses approved business procedures for ordering and receiving materials and equipment.
- D. \_\_\_ Classifies, catalogues, processes, and organizes for circulation the educational media and equipment according to professional standards
- E. \_\_\_ Uses clearly stated circulation procedures.
- F. \_\_\_ Establishes and/or follows procedures for maintenance and repair of media equipment.
- G. \_\_\_ Periodically weeds and reevaluates the collection to assure it is current, attractive, and well-balanced collection.
- H. \_\_\_ Assists in production of materials as feasible.

PREPARES STATISTICAL RECORDS AND REPORTS NEEDED TO ADMINISTER THE LIBRARY MEDIA CENTER:

- A. \_\_\_ Maintains a current inventory of holdings to assure accurate records.
- B. \_\_\_ Prepares and submits to administrators such reports as are needed to promote short- and long-term goals of the library media center.
- C. \_\_\_ Prepares and submits reports to other educational officials as requested.

TRAINS AND SUPERVISES LIBRARY MEDIA CENTER PERSONNEL TO PERFORM DUTIES EFFICIENTLY:

- A. \_\_\_ Trains and supervises media technicians and student assistants in clerical tasks.
- B. \_\_\_ Trains and supervises library media center personnel to circulate materials and equipment.
- C. \_\_\_ Trains and supervises library media center personnel to assist students and staff in the use of the library media center.

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**5. Professional Growth**

**PARTICIPATES IN PROFESSIONAL GROWTH ACTIVITIES:**

- A.    \_\_\_ Sets goals for self-improvement.
- B.    \_\_\_ Uses the self-evaluation to improve professionally.
- C.    \_\_\_ Keeps abreast of developments in library science and issues related to teaching.
- D.    \_\_\_ Demonstrates commitment by participating in professional activities (e.g., professional organizations, coursework, workshops, conferences).
- E.    \_\_\_ Takes advantage of opportunities to learn from colleagues, students, parents, and the community.

**FOLLOWS THE POLICIES AND PROCEDURES OF THE SCHOOL DISTRICT:**

- A.    \_\_\_ Strives to stay informed about policies and regulations applicable to his/her position.
- B.    \_\_\_ Selects appropriate channels for resolving concerns/problems.

**DEMONSTRATES A SENSE OF PROFESSIONAL RESPONSIBILITY:**

- A.    \_\_\_ Completes duties promptly, dependably, and accurately in accordance with established job description.
- B.    \_\_\_ Demonstrates a responsible attitude for student management throughout the entire building.

\_\_\_\_\_  
Librarian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date