



**West Windsor-Plainsboro**  
**Formal Media Specialist Observation**  
**2010-2011**

<b>Media Specialist:</b> _____ <b>School(s):</b> _____ <b>Evaluator:</b> _____  <b>Date/Period of Observation:</b> _____	<b>Grade Level:</b> _____ <b>Content Area:</b> _____ <b>School Year:</b> _____ <b>Date of Pre Conference:</b> _____ <b>Date of Post Conference:</b> _____
<b>Check one:</b> <b>Tenured:</b> <input type="checkbox"/> <b>Non-Tenured:</b> <input type="checkbox"/>	
_____ <i>Media Specialist</i>	_____ <i>Date</i>
_____ <i>Administrator</i>	_____ <i>Date</i>
_____ <i>Administrator</i>	_____ <i>Date</i>

**Mission Statement:** *Valuing our tradition of excellence, develop all of our students as passionate, confident, lifelong learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.*

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**Lesson Overview:**

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**Planning and Preparation:**

1a: Demonstrating knowledge of literature and current trends in library/media practice and information technology	
Description:	
Evidence:	
Comments:	
1b: Demonstrating knowledge of the school's program and student information needs within that program	
Description:	
Evidence:	
Comments:	
1c: Establishing goals for the library/media program appropriate to the setting and the students served	
Description:	
Evidence:	
Comments:	
1d: Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan	
Description:	
Evidence:	
Comments:	
1e: Planning the library/media program integrated with the overall school program	
Description:	
Evidence:	
Comments:	
1f: Developing a plan to evaluate the library/media program	
Description:	
Evidence:	
Comments:	

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**Environment:**

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2a: Creating an environment of respect and rapport	
Description:	
Evidence:	
Comments:	
2b: Establishing a culture for investigation and love of literature	

Description:	
Evidence:	
Comments:	
2c: Establishing and maintaining library procedures	
Description:	
Evidence:	
Comments:	
2d: Managing student behavior	
Description:	
Evidence:	
Comments:	
2e: Organizing physical space to enable smooth flow	
Description:	
Evidence:	
Comments:	

### **Delivery of Service:**

3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations	
Description:	
Evidence:	
Comments:	
3b: Collaborating with teachers in the design of instructional units and lessons	
Description:	
Evidence:	
Comments:	
3c: Engaging students in enjoying literature and in learning information skills	
Description:	
Evidence:	
Comments:	
3d: Assisting students and teachers in the use of technology in the library/media center	
Description:	
Evidence:	
Comments:	
3e: Demonstrating flexibility and responsiveness	
Description:	
Evidence:	
Comments:	

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**Summary and Recommendations:**

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