School District of Newberry County
ABC Conference Feedback Form
Library Media Specialist

Teacher:	School:	Observation Period: ☐ Fall ☐ Spring
Mentor:	Administrator:	Team member:

PD 1: Long-Range Planning

❖ Review of the Long-Range Plan (LRP)

The library media specialist develops a long-range plan* that contains appropriate descriptions of:
❖ the specific information and technology needs of the school community;
❖ program goals and objectives, based on the identified needs and the results of previous formal and informal program assessments;
❖ policies and procedures for administering the library media center (i.e. overseeing all managerial tasks necessary for the full and efficient use of the resources, services, and facility);
❖ policies and procedures for managing the resource collection to ensure that it is accurate and up-to-date and that it meets the needs of the school community;
❖ ways in which the library media specialist will integrate information literacy and technology into the academic curriculum by collaborating with classroom teachers to
  o plan and provide key instructional materials, resources, and technologies,
  o design student activities, programs, and projects, and
  o provide collaborative instruction;
❖ formal and informal assessments that will be used to evaluate the effectiveness of the library media instructional program, collection, and facility in supporting student learning; and
❖ ways in which the school community will be kept informed and uPDated about library media services.

☐	Competent	☐	Needs Improvement

Evidence:

PD 2: Administering the Library Media Program

Short Range Planning- Interviews with the library media specialist, conducted in the library media center

The extent to which the library media specialist effectively and appropriately:
- ❖ implements policies and procedures to maximize use of the library media center services, resources, and space,
- ❖ communicates these policies and procedures to all members of the school community;
- ❖ administers the library media center budget; and
- ❖ supervises other professionals and/or non-professionals who assist in the library media center.

☐	Competent	☐	Needs Improvement

Evidence:

PD 3: Collaboration for Instruction and Services

- ❖ **Development and Use of Assessments**- Observations of instructional lessons
- ❖ Review of "Reflection" completed by the library media specialist following each observation

The extent to which the library media specialist demonstrates effectiveness in:
- ❖ establishing instructional partnerships (e.g., joint planning and teaching and other types of instructional collaborations);
- ❖ integrating information literacy, technology education standards, and appropriate curriculum standards;
- ❖ assisting students in developing the skills necessary to independently access and use information;
- ❖ promoting reading and literature appreciation;
- ❖ establishing appropriately high expectations for student performance; and
- ❖ monitoring the impact of the instructional partnerships on student achievement and making adjustments, as appropriate.

☐	Competent	☐	Needs Improvement

Evidence:

PD 4: Library Media Collection and Resource Management

- ❖ Interviews with the library media specialist, conducted in the library media center

The extent to which the library media specialist ensures that current, accurate, and appropriate materials and resources are available to meet the curriculum-related and recreational reading needs of all students and to support the informational needs of all members of the learning community by:
- ❖ effectively implementing a collection development policy (e.g., selection, weeding, gifts/donations, challenged materials);
- ❖ involving members of the learning community in the selection and continuous evaluation of materials and resources;
- ❖ developing an appropriate circulation policy and maintaining an efficient circulation system;
- ❖ organizing the materials according to an established system of classification; and
- ❖ making the materials easily accessible to patrons.

☐	Competent	☐	Needs Improvement

Evidence:	

PD 5: Maintaining an Environment Conducive to Inquiry

	❖ **Interviews with the library media specialist, classroom teachers, and/or other members of the school community** The extent to which the library media specialist: ❖ provides maximum access to the library media center resources, including (if needed) physical adaptations for persons with disabilities; ❖ creates a safe, attractive, and inviting environment that is conducive to learning and inquiry; ❖ facilitates the effective use of library media services and resources by providing assistance, information, support, and/or instruction to all members of the learning community.		
☐	Competent	☐	Needs Improvement

Evidence:

PD 6: Assessing the Library Media Program

Interview with the library media specialist in the library media
The extent to which the library media specialist:
- ❖ uses a variety of formal and informal data collection methods (e.g., observations; conversations and interviews; surveys and needs assessments; student test scores, library media center statistics such as circulation rate, daily patron rate, number of classes scheduled, average age of the collection) to continuously evaluate the effectiveness of the program; and
- ❖ uses assessment results to guide decision-making in areas such as
  - o collection development (e.g., adding new resources; weeding outdated, worn, and damaged resources; determining the re-allocation of funds);
  - o scheduling of the library media center;
  - o alignment of the library media program with the curriculum, information literacy, and technology standards and with the school/district mission and goals;
  - o impact on student learning; and physical facilities.

☐	Competent	☐	Needs Improvement

Evidence:

PD 7: Professional Responsibilities
❖ Review of the "Professional Performance Description," completed by the building administrator and other supervisors, as appropriate
❖ Review of the "Professional Self-Report" completed by the library media specialist
The extent to which the library media specialist
❖ establishes and maintains positive professional relationships with colleagues, students, parents, and other members of the learning community;
❖ practices in accordance with ethical standards and legal guidelines;
❖ performs appropriate/required job responsibilities;
❖ demonstrates responsible work habits (e.g., time management, punctuality, dependability, attendance);
❖ contributes to the well-being of the students and the benefit of the overall school community;
❖ identifies his or her own professional strengths and weaknesses;
❖ displays professional insight and vision regarding library media services; and sets purposeful professional goals.

☐	Competent		☐	Needs Improvement
Evidence:				
Recommendations:				

_____   _____

Mentor   Date

_____   _____

Administrator   Date

_____   _____

ABC-Team Member   Date

_____   _____

Induction Guidance Teacher   Date