



West Windsor-Plainsboro Informal Media Specialist Observation 2010-2011

Media Specialist: _____ School(s): _____ Evaluator: _____ Date of Observation: _____	Grade Level: _____ Content Area: _____ School Year: _____ Period of Observation: _____
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Planning and Preparation:

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

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.*

1f: Developing a plan to evaluate the library/media program	
Description:	
Evidence:	

Environment:

2a: Creating an environment of respect and rapport	
Description:	
Evidence:	
2b: Establishing a culture for investigation and love of literature	
Description:	
Evidence:	
2c: Establishing and maintaining library procedures	
Description:	
Evidence:	
2d: Managing student behavior	
Description:	
Evidence:	
2e: Organizing physical space to enable smooth flow	
Description:	
Evidence:	

Delivery of Service:

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

Evidence:	
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Summary and Recommendations: