

**USD 470 Library Media Specialist Evaluation  
Pre-observation Form**

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Name: \_\_\_\_\_ School/Administrator: \_\_\_\_\_

Date of Pre-conference \_\_\_\_\_ Date/Time of Observation: \_\_\_\_\_

Grade Level/Curriculum Area Observed: \_\_\_\_\_

In the pre-conference you will be asked to discuss the following components and provide examples where appropriate.

<b>Domain 1: Planning and Preparation</b>	<b>Comments: (to be completed by evaluator)</b>
1. Briefly describe the school profile and how to remain current with library best practices. (Component 1a, 1b)	
2. What are the goals for the library program? What do you want the students and faculty to learn? (Component 1c)	
3. How do these goals support the district's curriculum, state frameworks, and the content standards? (Component 1d)	
4. How do these goals integrate and relate to other disciplines with the overall school program? (Component 1e)	
5. How do you plan to develop the library media program and what will you use to evaluate the instructional support program? (Attach any surveys or data related to the evaluation.) (Component 1f)	
6. How do you plan to use the results of the assessments? (Component 1f)	
7. Briefly describe your effort to be described as an expert by your colleagues. (Component 1a)	

**Domain 4: Professional Responsibilities**

**Comments: (to be completed by evaluator)**

<p>1. How do you demonstrate your reflection is highly accurate and perceptive? (Component 4a)</p>	
<p>2. Explain and provide evidence of how you maintain budgets and records. Reports are timely. (Component 4b)</p>	
<p>3. Explain and provide evidence for how the LMS takes a leadership role in project coordinating with other LMS's and Academic Coaches within and beyond the district. (Component 4c)</p>	
<p>4. Describe how you take a leadership role in your school and the district (district/building projects, committees, activities, etc.) (Component 4d)</p>	
<p>5. Describe the professional growth activities in which you participated this year to achieve your growth objective. (Component 4e)</p>	
<p>6. How do you maintain confidentiality and hold highest standards of honesty and integrity in the leadership role? (Component 4f)</p>	

*Teacher comments pertaining to observation setting.* List any items you might want to call to the attention of the administrator.

*Teacher comments pertaining to observational focus.* List any items you might want to call to the attention of the administrator.