

**USD 470 Arkansas City Public Schools  
Evaluation for the Improvement of Instruction**

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Name: \_\_\_\_\_ School: \_\_\_\_\_

Pre-tenured/Tenured (Circle one)

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Observer Name: \_\_\_\_\_ Position: \_\_\_\_\_

Rubric Ratings:

D = Distinguished      P = Proficient  
B = Basic                U = Unsatisfactory

**Domain 1**

**Rating**

**Evidence:**

<b><i>Planning &amp; Preparation</i></b>	<b>Rating</b>				<b>Evidence:</b>
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
<b>1a: Demonstrating knowledge of literature and current trends in library media practice and information technology</b>					
<b>1b: Demonstrating knowledge of the district's standards and library department's policies manual and student information needs within those standards.</b>					
<b>1c: Establishing goals for the library media program aligned with AASL and appropriate to the setting and the students served.</b>					
<b>1d: Demonstrating knowledge of resources both within and beyond the school and district, and access to such resources as interlibrary loan.</b>					
<b>1e: Planning of the library media program is integrated with the overall district program..</b>					
<b>1f: Developing a plan to reflect upon and monitor the library media program.</b>					

Comments:

Domain 2:

Rating:

Evidence:

<b><i>The Environment</i></b>	U	B	P	D	
<b>2a: Creating an environment of respect and rapport.</b>					
<b>2b: Establishing a culture for investigation and love of literature.</b>					
<b>2c: Establishing and maintaining library procedures.</b>					
<b>2d: Managing student behavior</b>					
<b>2e: Organizing physical space to enable smooth flow.</b>					

Comments:

Domain 3

Rating

Evidence:

<b><i>Delivery of Services</i></b>	U	B	P	D	
<b>3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations.</b>					
<b>3b: Collaborating with teachers in design of research and/or instructional units.</b>					
<b>3c: Engaging students in the appreciation of literature and informational retrieval skills.</b>					
<b>3d: Assisting students and teachers in the use of technology.</b>					
<b>3e: Demonstrating flexibility and responsiveness</b>					

Comments:

Domain 4

Rating

Evidence:

<i>Professional Responsibilities</i>	U	B	P	D	
<b>4a: Reflecting on Practice</b>					
<b>4b: Preparing and submitting reports and budgets.</b>					
<b>4c: Participating in a professional community.</b>					
<b>4d: Engaging in a professional development.</b>					
<b>4e: Showing professionalism</b>					

Comments:

***Recommendations for Improvement:***

***Recognized Overall Strengths:***

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Teacher's Signature

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Administrator's Signature

Items checked as unsatisfactory on this evaluation instrument are to be followed by a Plan of Assistance. The evaluatee has the right to reply to comments on the evaluation. A copy of the rebuttal must be provided to the evaluator within two weeks after receiving the evaluation. It will be attached to the instrument and forwarded to the district office.