Travis Unified School District

Certificated Teacher Librarian

Evaluation Instrument

FORMATIVE - OBSERVATION

Time Start:

Time End:

Date of Drop-In visit prior to observation:
approx. 5 min.

Employee:_____ School Year:_____

Grade/Subject Area:_____ Site/Location:_____

Employee Status: Temporary Intern Probationary-1 Probationary-2 Permanent
(circle one)

Evaluator:_____ Title:_____ Date:_____

Circle unit member's two (2) focus standards below:

AMERICAN ASSOCIATION FOR TEACHER LIBRARIAN STANDARDS

Preliminary Rating on Standard 1:			Standard I – PLANNING AND PREPARATION
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Observations/Comments:
* Demonstrating knowledge of literature and current trends in library practice and information technology			
* Demonstrating knowledge of the school's program and students' information needs within that program			
* Establishing goals for the library program appropriate to the setting and students served			
* Demonstrating knowledge of resources, both within and beyond the school and district			
* Planning the library program integrated with the overall school program			
* Developing a plan to evaluate the library program			
Preliminary Rating on Standard 2:			Standard II – MAINTAINING THE ENVIRONMENT
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Observations/Comments:
* Creating an environment of respect and rapport			
* Establishing a culture for investigation and love of literature			
* Establishing and maintaining library procedures			
*Managing student behavior			
*Organizing physical space to enable smooth flow			
Preliminary Rating on Standard 3:			Standard III – PROVIDING INSTRUCTION
Meets/Exceeds	Needs Improvement	Does Not Meet	

			Observations/Comments:
* Communicating clearly and accurately			
* Questioning and research techniques			
* Engaging students in learning			
*Monitoring student learning			
*Demonstrating flexibility and responsiveness			
Preliminary Rating on Standard 4:			Standard IV - PROFESSIONAL RESPONSIBILITIES
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Observations/Comments:
* Reflecting on practice			
* Preparing and submitting reports and budgets			
*Communicating with the larger community			
*Engaging in professional development			
* Showing professionalism			
*Collaborating with teacher librarians in the design of instructional units and lessons			
* Maintaining and extending the library collection in accordance with the school's needs and within budget limitations			

Attach additional pages if needed for additional comments.

Additional Comments – Evaluator	Additional Comments - Unit Member

Evaluator's Signature Date

Unit Member's Signature Date

(Unit member's signature does not necessarily indicate agreement.)

____Additional comments by evaluator are attached

____Additional comments by unit member are attached