Library/Media Specialist Self-Reflection

Employee: _____ **School(s):** _____ **Date:** _____

Instructions: By September 30th, the library/media specialist will complete the following Self-Reflection for all 10 required components. Per administrator discretion or mutual agreement, library/media specialist may be asked to Self-Reflect on any or all of the additional components.

U: Unsatisfactory **B**: Basic **P**: Proficient **E**: Exemplary

Domain 1: Planning and preparation	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
1a. Demonstrating knowledge of literature and current trends in library/media practice and information technology *(Required)*	☐	☐	☐	☐	
1b. Demonstrating knowledge of the school's program and student information needs within that program *(Required)*	☐	☐	☐	☐	
1c. Establishing goals for the library/media program appropriate to the setting and the students served	☐	☐	☐	☐	
1d. Demonstrating knowledge of resources, both within and beyond the school and district, and access to resources (ILL)	☐	☐	☐	☐	
1e. Planning the library/media program integrated with the overall school program *(Required)*	☐	☐	☐	☐	
1f. Developing a plan to evaluate the library/media program	☐	☐	☐	☐	
Domain 2: The Environment	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
2a. Creating an environment of respect and rapport *(Required)*	☐	☐	☐	☐	
2b. Establishing a culture for investigation and love of literature *(Required)*	☐	☐	☐	☐	
2c. Establishing and maintaining library procedures	☐	☐	☐	☐	
2d. Managing student behavior	☐	☐	☐	☐	
2e. Organizing physical space to enable smooth flow	☐	☐	☐	☐	
Domain 3: Delivery of Service	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
3a. Maintaining and extending the library collection in accordance with school's needs and within budget limitations *(Required)*	☐	☐	☐	☐	
3b. Collaborating with teachers in the design of instructional units and lessons *(Required)*	☐	☐	☐	☐	
3c. Engaging students in enjoying literature and in learning information skills *(Required)*	☐	☐	☐	☐	
3d. Assisting students and teachers in the use of technology in the library/media center	☐	☐	☐	☐	
3e. Demonstrating flexibility and responsiveness	☐	☐	☐	☐	
Domain 4: Professional Responsibilities	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
4a. Reflecting on practice	☐	☐	☐	☐	
4b. Preparing and submitting reports and budgets	☐	☐	☐	☐	
4c. Communicating with the larger community *(Required)*	☐	☐	☐	☐	
4d. Participating in a professional community *(Required)*	☐	☐	☐	☐	
4e. Engaging in professional development	☐	☐	☐	☐	
4f. Showing professionalism	☐	☐	☐	☐	