# Library Media Specialist Beginning of the Year Conference

Employee: _____ School: _____ Date: _____

Instructions: By October 15th, the employee and administrator will review the Self-Reflection and determine any additional components to be evaluated. For each domain, the employee and administrator will agree upon the artifacts and evidence to be submitted by the employee. This document will be maintained in the employee file at the school or electronically on the OASYS system.

## Domain 1- Planning and Preparation

| 1a. Demonstrating knowledge of literature and current trends in library/media practice and information technology | |
|---|---|
| Highlight new and popular materials | ☐ |
| Evaluate and procure appropriate digital and non-digital materials | ☐ |
| Book talks/Booklists | ☐ |
| Network of professional contacts/resources | ☐ |
| Participation at relevant conferences/workshops/trainings | ☐ |
| Observable evidence by supervisor | ☐ |

| 1b. Demonstrating knowledge of the school's program and student needs within that program | |
|---|---|
| Evaluate and purchase appropriate curriculum support materials | ☐ |
| Access to state digital resources | ☐ |
| Communication with teachers to enhance lessons | ☐ |
| Membership in building and district committees | ☐ |
| Observable evidence by supervisor | ☐ |

| 1c. Establishing goals for the library/media program appropriate to the setting and the students served | |
|---|---|
| Media Specialist Handbook - Review/revise as necessary | ☐ |
| Student and staff surveys | ☐ |
| Staff collaboration | ☐ |
| Collection inventory - statistics and reports | ☐ |
| Observable evidence by supervisor | ☐ |

| 1d. Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan | |
|---|---|
| Maintenance of a network of professional resources (files, catalogs, online user) | ☐ |
| Grant applications | ☐ |
| Interlibrary loan report | ☐ |
| Resources applications/order forms | ☐ |
| Observable evidence by supervisor | ☐ |

| 1e. Planning the library/media program integrated with the overall school program | |
|---|---|
| Media Specialist Handbook - Review/revise as necessary | ☐ |
| Activities, resources and events that support the district and school mission and initiatives | ☐ |
| Maintenance and expansion of the library collection (lists of current purchases and added resources | ☐ |
| Collaboration with departments to provide resources to support curriculum | ☐ |
| Use and promotion of emerging technologies - databases' instruction, library use schedule, lessons | ☐ |
| Observable evidence by supervisor | ☐ |

| 1f. Developing a plan to evaluate the library/media program | |
|---|---|
| Statistical evidence of library utilization | ☐ |
| Statistical evidence of materials useage | ☐ |
| Weeding criteria and records | ☐ |
| Surveys by student and staff | ☐ |
| Evaluation of library services/databases/equipment | ☐ |
| Collection development guidelines | ☐ |
| Observable evidence by supervisor | ☐ |

# Domain 2 - The Environment

| 2a. Creating an environment of respect and rapport | |
|---|---|
| Motivational signs promoting literacy | ☐ |
| Orientation presentations (including expectations for library behavior) | ☐ |
| Appropriate signs for group work/quiet reading/study areas in the library | ☐ |
| Pictures that convey the use of the library space | ☐ |
| Pictures or copies of posted rules/guidelines for internet usage | ☐ |
| Observable evidence by supervisor | ☐ |

| 2b. Establishing a culture for investigation and love of literature | |
|---|---|
| Thematic and timely book displays | ☐ |
| Brochures/handouts that assist students with research such as evaluating websites or using MLMA and APA style | ☐ |
| Providing online research assistance in the form of updated websites with current links | ☐ |
| Displays that promote reading recommendations from students, staff and community members | ☐ |
| Student suggestion box (book requests) | ☐ |
| Observable evidence by supervisor | ☐ |

| 2c. Establishing and maintaining library procedures | |
|---|---|
| Procedures for reserving library space, requesting equipment, books | ☐ |
| Inter-library loan requests | ☐ |
| Procedures for checking into the library during study hall and during off-hours | ☐ |
| Schedules, open checkout times | ☐ |
| Library usage statistics | ☐ |
| Observable evidence by supervisor | ☐ |

| 2d. Managing student behavior | |
|---|---|
| Behavior in the library is discussed during orientation as well as consequences for disrespectful behavior | ☐ |
| Students are monitored by staff visually and online using LanSchool | ☐ |
| Family communication logs/phone logs | ☐ |
| Observable evidence by supervisor | ☐ |

| 2e. Organizing physical space to enable smooth flow | |
|---|---|
| Creating reading, listening and group work space that allows students and staff to work effectively | ☐ |
| Arrangement of tables and equipment | ☐ |
| Student check-in is easily located | ☐ |
| Sinange includes visual cues to assist students | ☐ |
| Observable evidence by supervisor | ☐ |

# Domain 3 - Delivery of Service

| 3a. Maintaining and extending the library collection in accordance with the school's needs and within budget limitations | |
|---|---|
| New acquisitions (copies of periodic tables, books, audiovisual materials, POs) | ☐ |
| Free materials/resources acquisitions (copies of order forms, emails, newsletters) | ☐ |
| Curriculum collections connections | ☐ |
| Surplus lists | ☐ |
| Collection development analysis (Follett Titlewise) | ☐ |
| Observable evidence by supervisor | ☐ |

| 3b. Collaborating with teachers in the design of instructional units and lessons | |
|---|---|
| Teacher consultation/collaboration | ☐ |
| Classroom instructional support (handouts, book carts, online resources, lesson plans, book talks, new resource purchases, interlibrary loan request) | ☐ |
| Outline of collaborative unit | ☐ |
| Observable evidence by supervisor | ☐ |

| 3c. Engaging students in enjoying literature and learning information skills | |
|---|---|
| Book circulation status | ☐ |
| Student book recommendations consider culture, reading level, interest, age | ☐ |
| Book promotions (copies of book talk schedules/statistics, book displays, bookmarks, announcements, activities/contests, flyers, student requests) | ☐ |
| Information resources | ☐ |
| Observable evidence by supervisor | ☐ |

| 3d. Assisting students and teachers in the use of technology in the library/media center | |
|---|---|
| Database/Website/Applications instruction | ☐ |
| Library Website | ☐ |
| Simple student products | ☐ |
| Observable evidence by supervisor | ☐ |

| 3e. Demonstrating flexibility and responsiveness | |
|---|---|
| Developing project resources (copies of lesson plans, "how to" handouts/"take ones", project pages, webpage access sheet, website sources/handouts/updates) | ☐ |
| Services | ☐ |
| Selects curriculum support resources for classroom use | ☐ |
| Surveys | ☐ |
| Observable evidence by supervisor | ☐ |

## Domain 4 - Personal & Professional Responsibilities

| 4a. Reflecting on practice | |
|---|---|
| Monthly attendance reports | ☐ |
| End of year reports | ☐ |
| Database usage reports | ☐ |
| Cataloging reports | ☐ |
| Circulation reports | ☐ |
| Student artifacts | ☐ |
| Collection department report (Folett Titlewise) | ☐ |
| Student Learning Objectives | ☐ |
| Observable evidence by supervisor | ☐ |

| 4b. Preparing and submitting reports and budgets | |
|---|---|
| Newsletters, flyers, announcements | ☐ |
| Hosting community events/meetings - agenda, flyer, program | ☐ |
| Participating in local library events | ☐ |
| Budget plan | ☐ |
| Collection development analysis (Folett Titlewise) | ☐ |
| Observable evidence by supervisor | ☐ |

| 4c. Communicating with the larger community | |
|---|---|
| Newsletters, flyers, announcements | ☐ |
| Supporting community events, and/or meetings - agenda, flyer, program | ☐ |
| Collaborating with local library on library events | ☐ |
| Individual and department webpages | ☐ |
| Observable evidence by supervisor | ☐ |

| 4d. Participating in a professional community | |
|---|---|
| Joining professional organizations, panels, listservs (AKASL, ASTE, ALA, AASL) | ☐ |
| Building relations in professional community | ☐ |
| Collaboration with colleagues | ☐ |
| Serving on district committees (curriculum council, curriculum writing) | ☐ |
| Observable evidence by supervisor | ☐ |

| **4e. Engaging in professional development** | |
|---|---|
| Mentoring | ☐ |
| Reflection logs | ☐ |
| Goal setting | ☐ |
| Facilitating a workshop (FLT, staff meeting, PD, technology, library conference) | ☐ |
| Engaging in continued educational opportunities | ☐ |
| Observable evidence by supervisor | ☐ |

| **4f. Showing professionalism** | |
|---|---|
| Being consistent - Demonstrate fairness | ☐ |
| Committee participation | ☐ |
| Timely response to correspondence | ☐ |
| Maintaining good peer relationships | ☐ |
| Attentiveness at meetings | ☐ |
| Observable evidence by supervisor | ☐ |

Comments/Other:

Employee Signature

Date

Evaluator Signature

Date