Library Media Specialist Pre-Observation Questionnaire

Employee: _____ **Subject Area Observed:** _____

Grade Level: _____ **Observation Stop Time:** _____

Administrator: _____ **Observation Start Time:** _____

Date: _____

Directions: Please provide a one- or two-sentence response to each of the following questions, and either e-mail the form to your evaluator or bring this sheet with you to the pre-observation conference. Also, please attach any lesson plans, activity sheets, or other information that will help clarify the lesson.

1. Describe the delivery of services that will be observed.

2. What are your goals for the library/media program? (Include: District goals/School Goals/Individual Goals)

3. How and when will we know that you have achieved your goals? Share your plan to evaluate the library/media program.

4. How have you contributed to the creation of an engaging learning environment in the library?

5. What steps do you take to maintain a relevant collection to the curriculum & student population?

6. What are the expectations of students when working in the library?

7. Describe other activities that you conduct that are integral to the library program.