

Fayetteville School District
 Observation Checklist for Supervisory Evaluation Plan: Library Media Specialists

Staff Member: _____

Observation # _____

Competency Standard	Meets Performance Standard	Does Not Meet Performance Standard	Not Observed	Comments
1. The library media specialist integrates instruction with curriculum standards and classroom content.				
2. The library media specialist follows best teaching practices.				
3. The library media specialist collaborates and plans with teachers and administrators to develop instructional units.				
4. The library media specialist integrates the teaching of the information skills curriculum with classroom priorities.				
5. The library media specialist assesses student learning.				
6. The library media specialist maintains an active / productive learning environment.				
7. The library media specialist integrates technology into teaching and learning.				
8. The library media specialist supervises library support staff.				
9. The library media specialist prepares and manages the library budget based on curricular and instructional priorities.				
10. The library media specialist maintains an accurate inventory of library materials and audio visual equipment.				
11. The library media specialist completes all required reports about the library program and collection.				
12. The library media specialist maintains a circulation system that provides flexible and equitable access to materials and equipment.				
13. The library media specialist follows the district selection policy to develop and maintain a library collection that is appropriate for teacher / student needs and the curriculum.				
14. The library media specialist provides equitable access to all materials.				
15. The library media specialist assists staff and students in the location of appropriate information and resources.				
16. The library media specialist integrates the use of technology to provide information access and delivery.				
17. The library media specialist reflects on program needs, strengths, and a vision for the future.				
18. The library media specialist pursues lifelong learning.				

Competency Standard	Meets Performance Standard	Does Not Meet Performance Standard	Not Observed	Comments
19. The library media specialist maintains the ethics of the profession.				
20. The library media specialist displays leadership traits.				
21. The library media specialist serves as a liaison between the school and the community.				
22. The library media specialist promotes the library program within the school.				
23. The library media specialist directs the function and utilization of the library to support the philosophy of the school.				
24. The library media specialist develops dynamic and flexible programming to meet the needs of students and the community.				
25. The library media specialist maintains respectful and professional relations with students, teachers, administrators, and community.				

Evaluator

Date

Time / Period

Subject