

**Raymond School District
Library/Media Specialist Summative Evaluation Form**

Name:		School:	
Subject:		Date:	
Supervisor:		School Year:	

Domain 1: Planning and Preparation	U (1)	B (2)	P (3)	D (4)
1a. Demonstrating knowledge of literature and current trends in library/media practice and information technology.				
1b. Demonstrating knowledge of the school's program and student information needs within that program.				
1c. Establishing goals for the library/media program appropriate to the setting and the students serviced.				
1d. Demonstrating knowledge of resources, both within the school and district and access to such resources as interlibrary loan.*				
1e. Planning the library/media program integrated with the overall school program.*				
1f. Developing a plan to evaluate the library/media program.				

Comments:

Domain 2: The Environment	U (1)	B (2)	P (3)	D (4)
2a. Creating an environment of respect & rapport.*				
2b. Establishing a culture for investigation and love of literature.*				
2c. Establishing and maintaining library procedures.				
2d. Managing student behavior.				
2e. Organizing physical space to enable smooth flow.				

Comments:

Domain 3: Delivery of Service	U (1)	B (2)	P (3)	D (4)
3a. Maintaining and extending the library collection in accordance with the school's needs and within budget limitations.				
3b. Collaborating with educators in the design of instructional units and lessons.				
3c. Engaging students in enjoying literature and in learning information skills.*				
3d. Assisting students and educators in the use of technology in the library/media center.*				
3e. Demonstrating flexibility and responsiveness.				

Comments:

Domain 4: Professional Responsibilities	U (1)	B (2)	P (3)	D (4)
4a. Reflecting on practice.				
4b. Preparing and submitting reports and budgets.				
4c. Communicating with the larger community.				
4d. Participating in professional community.*				
4e. Engaging in professional development.				
4f. Showing Professionalism.*				

Comments:

Component Scores

One or more component rating of 1 in any area
 No 1's, one or more of the focus(*) components is a 2.
 No 1's; all focus components(*) are 3 or better
 All focus components(*) are 3's or better, two or more 4's in any component

Rating

1
2
3
4

Score

Domain 1 & 4 Combined

Domain 2 & 3 Combined

Effectiveness Rating: Highly Effective Effective Needs Improvement Ineffective

Track recommendation for next evaluation cycle: Track I Track II

 Educator Signature

 Date

 Administrator Signature

 Date

The signature of the educator does not signify agreement or disagreement with the content of the observation or evaluation write-up, but only that he/she has seen it and it has been reviewed with the administrator.