

North Bergen Public Schools

Library / Media Specialists Observation Form

Specialist: _____	Subject or Grade: _____
School(s): _____	Date: _____
Evaluator: _____	School Year: 2014-2015
Check one: Tenured: <input type="checkbox"/> Non-Tenured: <input type="checkbox"/>	If Non-Tenured: Year of Service 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Check One: Long <input type="checkbox"/> Short <input type="checkbox"/>	Check one: Announced: <input type="checkbox"/> Unannounced: <input type="checkbox"/>
<u>Performance Ratings</u>	
Highly Effective (HE) – Specialist demonstrates mastery of the component/domain, seamlessly managing all aspects of the component/domain as part of a larger whole helping to create an exceptional learning environment for individual students.	
Effective (E) – Specialist demonstrates command of the component/domain, effectively meeting expectations for the component/domain and creating an effective learning environment for students.	
Partially Effective (PE) – Specialist demonstrates a growing understanding of the component/domain but implements it inconsistently or ineffectively.	
Ineffective (I) – Specialist demonstrates little or no understanding of component/domain and its place within the framework for teaching.	
Not Applicable (N/A) – Not observed or applicable.	
*Any area designated Ineffective or Partially Effective requires comments and recommendations.	

Media Specialist
(Signature acknowledges receipt, not necessarily agreement)

Date

Administrator

Date

Administrator

Date

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Planning and Preparation:

	<u>EVIDENCE</u>	<u>RATING</u>
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 served		
1d: Demonstrating knowledge of resources, both within and beyond 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:

The Environment:

	<u>EVIDENCE</u>	<u>RATING</u>
2a: Creating an environment of respect and 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:

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Delivery of Service:

	<u>EVIDENCE</u>	<u>RATING</u>
3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations		
3b: Collaborating with teachers in the design of instructional units and lessons		
3c: Engaging students in enjoying literature and in learning information skills		
3d: Assisting students and teachers in the use of technology in the library/media center		
3e: Demonstrating flexibility and responsiveness		

Comments:

Professional Responsibilities:

	<u>EVIDENCE</u>	<u>RATING</u>
4a: Reflecting on practice		
4b: Preparing and submitting reports and budgets		
4c: Communicating with the larger community		
4d: Participating in a professional community		
4e: Engaging in professional development		
4f: Showing professionalism		

Comments:

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OVERALL PERFORMANCE RATING:	<u>I</u>	<u>PE</u>	<u>E</u>	<u>HE</u>

Summarizing Statement:

Based on the Observed Lesson:

Area(s) of particular strength or where progress is noted:

Area(s) in need of development:

Evaluator's Comments/Recommendations:
