SCHOOL LIBRARIAN EVALUATION

Instruction: Minimum of 3 evaluations with 2 informal and 1 formal evaluation. Feedback is required after each evaluation.
A face-to-face post-conference is required after the formal evaluation which should include a discussion regarding goals, budget, and needs of the library program for the following year.

MISSISSIPPI DEPARTMENT OF EDUCATION
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INFORMAL EVALUATION RECORD

Librarian: _____   School: _____

Evaluator: _____   School District: _____

Date of Informal Evaluation: _____   Informal Observation Number: _____   Post Conference: _____ Yes _____ No

Evaluation Type:
___ Individual Instruction   ___ Small Group Instruction   ___ Whole Group Instruction   ___ Collaboration   ___ Library Management   ___ Teacher In-Service

Domains	Observed	Evidence/Comments
Domain I: Planning 1. Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program.	_____ Yes _____ No	
2. Develops and implements library policies and procedures for effective library use.	_____ Yes _____ No	
3. Plans for and provides necessary resources, technology, and instructional services that align with MS library standards and curriculum goals.	_____ Yes _____ No	
4. Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.	_____ Yes _____ No	
5. Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration.	_____ Yes _____ No	
Domain II: Management 6. Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program within district resources.	_____ Yes _____ No	
7. Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.	_____ Yes _____ No	
8. Maintains accurate library records and statistics on the use of materials.	_____ Yes _____ No	

9. Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items.	_____ Yes _____ No	
Domain III: Collaboration and Services 10. Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials.	_____ Yes _____ No	
11. Maintains effective communication with staff and students informing them of new acquisitions and library services.	_____ Yes _____ No	
12. Determines instructional needs within the library program by consulting with library advocacy committee.	_____ Yes _____ No	
13. Collaboratively teaches information and digital literacy as an integral part of the curriculum.	_____ Yes _____ No	
14. Provides training to students and teachers in the use of resources, technology, and equipment.	_____ Yes _____ No	
15. Assists students and teachers in locating information and resources for research.	_____ Yes _____ No	
Domain II: Library Environment and Facilities 16. Organizes the library for optimal use by students and faculty.	_____ Yes _____ No	
17. Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff	_____ Yes _____ No	
Domain II: Professional Responsibilities 18. Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers.	_____ Yes _____ No	
19. Communicates effectively with teaches, students, and family about the library program and available resources. Advocates for the library program in the school and community.	_____ Yes _____ No	
20. Promotes the Library Bill of Rights and Intellectual Freedom	_____ Yes _____ No	
Comments:		