

Librarian Name

Grade Levels

Time of Day

Date of Pre-Observation Meeting

Date of Observation

Date of Post-Observation Meeting

District & School

Observer Name or Signature

Informal Observation

1 2 3

Formal Observation

1 2 3

PRE-CONFERENCE QUESTIONS

Question 1: How did you consult with the Library Advocacy Committee to develop and implement your current Student Learning Outcome and Library Program SMART goals?

Question 2: In terms of your upcoming library lesson or training session, how will you plan instruction and resources to meet the diverse needs of your students and teachers?

- How will the lessons or training sessions connect with students' prior knowledge or classroom?
- How will the lessons or training sessions connect with the *MS CCR Learning Standards for Libraries*?
- Did you collaborate with classroom teachers? If so, talk about how the collaboration was successful. If not, what are the obstacles preventing collaboration?
- What are some resources that you will use during teaching lessons or conducting training sessions?
- How will you assess student learning during library lessons or evaluate teachers during the training?

Question 3: How do you develop and implement programs or activities to promote student engagement in reading and using library resources?

Observation Connections

- I.1** Consults with teachers, administrators, and school library advocacy committee to create Student Learning Outcome and School Library Program SMART Goals which plan for and provide necessary resources, technology, and instructional services aligned with the Mississippi Learning Standards for Libraries and supports the Mississippi College- and Career-Readiness Standards.
- I.2** Plans instruction and provides print and digital resources that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs by working with teachers, administrators, and the school library advocacy committee.
- II.3** Encourages reading of various forms of literature by developing and maintaining a balanced, comprehensive, diverse, and up-to-date collection of print and digital resources that support the school's instructional program while maintaining an awareness of students' reading interests and providing guidance in the selection grade-appropriate materials.
- II.4** Collaboratively plans and teaches engaging inquiry-based informational and digital literacy lessons that incorporate multiple literacies and foster critical thinking as an integral part of the Mississippi Learning Standards for Libraries and the Mississippi College- and Career-Readiness Standards.
- II.5** Provides training and assistance to students and teachers in the use of print and digital library resources, equipment, copyright and fair use, and emerging technologies to support teaching and learning.

POST-CONFERENCE POTENTIAL TOPICS

Topic 1: Communication with school community

Topic 2: Library Environment

Topic 3: Library Budget (Evidence: Budget Justification)

Topic 4: Library Needs (Evidence: Teacher and Student Surveys)

Topic 5: Necessary professional development (Evidence: Professional Development Plan)

Observation Connections

III.6 Organizes the library resources and ensures equitable physical access to facilities while demonstrating high expectations and maintaining an environment that is inviting, safe, flexible, and conducive to teaching and learning.

IV.8 Maintains effective, positive communication with the students and staff regarding library programs, resources, and services while advocating for the school library program in the school community.

IV.9 Participates in appropriate professional learning opportunities and/or belongs to professional library organizations to increase knowledge and skills in providing effective support for the school library and instructional programs.

Areas of Strengths

Areas of Growth