

Evaluation Criteria (to be used in completing Instructional Observation Instrument)¹

I. Management Skills

- A. Selects and acquires materials and equipment which are appropriate for the curriculum, students, and teachers
 - 1. Prepares an annual budget
 - 2. Keeps an accurate record of expenditures, circulation, purchase orders, and other records
 - 3. Prepares state, district, and school reports
 - 4. Informs the faculty of new materials in their subject areas and of other services available
 - 5. Involves teachers and students in the selection of new materials by requesting suggestions for items that meet curricular, informational, and recreational needs
 - 6. Provides materials for the technical and academic needs of all students
 - 7. Prepares bibliographies or lists of materials as needed
 - 8. Administers resource sharing and interlibrary loans
 - 9. Maintains the materials collection in a well organized manner

- B. Processes and prepares materials and equipment for use
 - 1. Inventories, classifies, and catalogues educational media
 - 2. Arranges materials for maximum accessibility
 - 3. Develops appropriate circulation procedures

- C. Plans and organizes library media program
 - 1. Establishes efficient routines by organizing operations and scheduling procedures
 - 2. Establishes library media center regulations and communicates them to students and faculty
 - 3. Promotes accessibility

- D. Shows responsibility for the proper care of library materials and furnishings
 - 1. Supervises the use of school and library media center equipment and materials
 - 2. Conducts an inventory of materials and equipment to ensure accurate records
 - 3. Instills respect for school property, library materials, and needs of others

- E. Supervises staff (volunteers, student aides, etc.)

II. Instructional Practices

- A. Demonstrates an understanding of the curriculum and related materials
 - 1. Communicates a knowledge and understanding of related materials to students and teachers
 - 2. Increases knowledge of available materials and procedures which will enrich and supplement the curriculum
 - 3. Participates in committees involved in curriculum revision and adoption and implementation of standards of learning
 - 4. Keeps current about methods of student assessment and the results

¹ Source: Courtesy of Brunswick County (Virginia) Public Schools.

- B. Teaches and encourages effective use of media to faculty and students; provides leadership in the use of technology
 - 1. Provides instruction and encourage the use of materials, equipment, and technology
 - 2. Plans with teachers for the effective use of media
 - 3. Plans with administrators, teachers, and students for the improvement of media collection services and programs

- C. Helps students develop good study habits and information retrieval skills
 - 1. Provides supervision to maintain an atmosphere conducive to study
 - 2. Acts as a teaching partner in the accomplishment of identified learning objectives and expands classroom assignments into the library media center
 - 3. Integrates research skills into content areas
 - 4. Motivates students to use the library media center
 - 5. Instructs teachers and students in location skills and the independent use of information sources, computers, and networks

- D. Coordinates the library program to support the educational goals of the school
 - 1. Works closely with teachers and administrators to provide services and materials that are appropriate to the needs of students
 - 2. Provides a program which meets the curriculum and recreational reading needs of the students
 - 3. Conducts on-going assessments of the library media center program
 - 4. Maintains a schedule which is flexible
 - 5. Provides classroom instruction in the use of the library media center materials in partnership with the teacher
 - 6. Provides materials which reflect a diversified society
 - 7. Shares with students and the school community the joy of reading

III. Professional Practices

- A. Plans for and engages in professional development
- B. Demonstrates initiative to make contributions to the operation of the total school program
- C. Demonstrates positive interpersonal relationships with students, coworkers, and administrators
- D. Works collaboratively and interactively with faculty on uses and availability of resources
- E. Administers the library and library programs, such as events and activities, promoting reading and literature
- F. Accepts and implements constructive suggestions
- G. Works cooperatively with community resource persons and other libraries to enhance services
- H. Responds to all parental inquiries and initiates parental contact when appropriate
- I. Promotes positive community relations