CHECK APPROPRIATE ITEM

Initial Evaluation Conference/  Coaching Notice of Intensive Support

Job Expectations Conference

School Handbook Review Training Documentation Intensive Support Observation

Summary

School Safety Plan Review Non-Renewal Recommendation Mid-Year Conference

Professional Growth Plan  Deficiency Process Conference

Directed Growth Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | |  | | SCHOOL / LOCATION: |  | |
| ID#: |  | | | JOB ASSIGNMENT: |  | |
| DATE OF OBSERVATIONS(S): | | |  | DATE OF CONFERENCE: | |  |

A conference was held and is summarized below:

### LIBRARY MEDIA SPECIALIST self-Reflection

### professional growth planning



|  |  |
| --- | --- |
| **Library Media Specialist** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |

**Part A: Initial Reflection – Establishing Priority Growth Needs**

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| --- | --- | --- | --- | --- | --- |
| **Component:** | **Self-Assessment:** | | | | **Rationale:** |
| *1A -* Demonstrating Knowledge of Content Curriculum and Process | I | D | A | E |  |
| *1B -* Demonstrating Knowledge of Students | I | D | A | E |
| *1C-* Supporting Instructional Goals | I | D | A | E |
| *1D -* Demonstrating Knowledge and Use of Resources | I | D | A | E |
| *1E -* Demonstrating a Knowledge of Literature and Lifelong Learning | I | D | A | E |
| *1F -* Collaborating in the Design of Instructional Experiences | I | D | A | E |
| *2A-* Creating an environment of respect and rapport | I | D | A | E |  |
| *2B -* Establishing a Culture for Learning | I | D | A | E |
| *2C -* Managing Library Procedures | I | D | A | E |
| *2D -* Managing student behavior | I | D | A | E |
| *2E -* Organizing physical space | I | D | A | E |
| *3A -* Communicating Clearly and Accurately | I | D | A | E |  |
| *3B -* Using Questioning and Research Techniques | I | D | A | E |
| *3C -* Engaging Students in Learning | I | D | A | E |
| *3D -* Assessment in Instruction (whole class, one-on- one and small group | I | D | A | E |
| *3E -* Demonstrating Flexibility and Responsiveness | I | D | A | E |
| *4A -* Reflecting on Practice | I | D | A | E |  |
| *4B -* Maintaining Accurate Records | I | D | A | E |
| *4C -* Communicating with School Staff and Community | I | D | A | E |
| *4D -* Participating in a Professional Community | I | D | A | E |
| *4E -* Growing and Developing Professionally | I | D | A | E |
| *4F* Collection Development and Maintenance | I | D | A | E |
| *4G*- Managing the Library Budget | I | D | A | E |
| *4H*- Managing Personnel | I | D | A | E |
| *4I-* Professional ethics | I | D | A | E |

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| **Domain:** | **Component:**  Circle Professional Growth Priority Components | | | | | | | | | | | | **Select a component from those circled for focused professional growth goal development**  **(Part B):** | | | |
| Planning & Preparation | 1A | | 1B | | 1C | | 1D | | 1E | | 1F | |  | | | |
| The Library Environment | 2A | | 2B | | 2C | | 2D | | 2E | |  | |
| Instruction/Delivery of Service | 3A | | 3B | | 3C | | 3D | | 3E | |  | |
| Professional Responsibilities | 4A | 4B | | 4C | 4D | 4E | | 4F | 4G | 4H | | 4I |
| *Current Level of Performance for Selected Component:* | | | | | | | | | | | | | I | D | A | E |

**Part B: Connecting Priority Growth Needs to Professional Growth Planning**

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| --- | --- |
| **Professional Growth Goal:** |  |

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| --- | --- |
| **Action Plan** | |
| **Strategies/Actions**  What is my personal learning necessary to meet the goal(s)? What will I need in order to learn my identified skill or content? How will I apply what I have learned? How will I accomplish my goal(s)? | **Targeted Completion Date**  When will I complete each identified strategy/action? |
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| **Library Media Specialist Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

**Part C: On-going Reflection – Progress Toward Professional Growth Goal**

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| --- | --- | --- |
| **Date:** | **Status of Professional Growth Goal:** | **Revisions/Modifications:** |
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**Part D: Summative Reflection- Level of Attainment for Professional Growth Goal**

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| **Date:** | **End of Year Reflection:** |
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| **Next Steps:** |
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| **Connection to Framework for Teaching:** | 4A – Reflecting on Practice | I | D | A | E |
| 4E – Growing and Developing Professionally | I | D | A | E |

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| --- | --- |
| **Library Specialist Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

Coaching Session – remains in supervisor’s file

Disciplinary Documentation – placed in employee personnel file at Central Office. Please attach all previous Coaching E-2s when disciplinary documentation is submitted to the central office.

**Note: If neither box is checked, this E-2 will be assumed to be a Coaching Session and remain in the supervisor’s file.**