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

[x] 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



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| **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 |

[x]  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.**