CHECK APPROPRIATE ITEM

[ ]  **OBSERVATION CONFERENCE**

[ ]  **MID-YEAR CONFERENCE**

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION / CONFERENCE SUMMARY

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

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below.

**I-Ineffective; D-Developing; A-Accomplished; E-Exemplary; N/R-Not Rated**

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| **Domain 1: Planning and Preparation** 1A: Demonstrating Knowledge of Content, Curriculum and Process (knowledge of curriculum; knowledge  of information, media, and digital literacy; knowledge of the research process) 1B: Demonstrating Knowledge of Students (knowledge of child and adolescent development; knowledge of  the learning process; knowledge of students’ skills and knowledge of language proficiency; knowledge  of students’ interests and cultural heritage; knowledge of students’ special needs) 1C: Supporting Instructional Goals (instructional resources and technology; instructional services) 1D: Demonstrating Knowledge and Use of Resources (instructional materials and resources; search  strategies) 1E: Demonstrating a Knowledge of Literature and Lifelong Learning (children’s and young adult literature;  reading promotion) 1F: Collaborating in the Design of Instructional Experiences (collaborative skills; instructional materials and  resources; information, media, digital, and technology literacy) | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| **Domain 2: The Library Environment**2A: Creating an Environment of Respect and Rapport (interpersonal relations; student interactions; staff  interactions) 2B: Establishing a Culture for Learning (ethos; expectations for learning) 2C: Managing Library Procedures (circulation procedures; scheduling procedures) 2D: Managing Student Behavior (expectations; monitoring of student discipline; response to misbehavior) 2E: Organizing Physical Space (safety; traffic flow; self-directed use; consideration of functions; flexibility) | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| **Domain 3: Instruction / Delivery of Service** 3A: Communicating Clearly and Accurately (directions and procedures; use of different methods) 3B: Using Questioning and Research Techniques (quality of questions; research techniques; student inquiry) 3C: Engaging Students in Learning (instructional materials and resources; expectations for students) 3D: Assessment in Instruction – Whole Class, One-On-One, and Small Group (assessment criteria;  monitoring of student learning; quality feedback; student self-assessment and monitoring of progress) 3E: Demonstrating Flexibility and Responsiveness (teaching strategies; lesson adjustments; response to  students; persistence) | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| **Domain 4: Professional Responsibilities** 4A: Reflecting on Practice (reflection; vision; change) 4B: Maintaining Accurate Records (catalog; circulation; statistics; inventory; using data) 4C: Communicating with School Staff and Community (information about the library program; advocacy) 4D: Participating in a Professional Community (service to the school; participation in school and district  projects; involvement in a culture of professional inquiry; relationship with colleagues) 4E: Growing and Developing Professionally (enhancement of professional knowledge; receptivity to  feedback from colleagues; service to the profession) 4F: Collection Development and Maintenance (assessment; selection/weeding) 4G: Managing the Library Budget (data driven decisions; budget development; record keeping) 4H: Managing Personnel (motivating leadership; delegating responsibility; training; supervision; evaluation) 4I: Professional Ethics (library bill of rights; copyright laws; ethical use of information; intellectual freedom;  privacy; confidentiality) | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

[ ] Evidence to support ratings attached (optional)

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