

Self-Assessment Worksheet for Library/Media Specialists

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Name:

Date:

Evaluation Year Cycle:

To be used as a resource for additional study, understanding of components, and gathering evidence; carefully reflect on your experiences and your performance in each of the four domains. Evaluate yourself as honestly as possible on each element. Refer to the Framework for Teaching Appendix C in the Certificated Employees Contract to help you determine your level of performance.

KEY: U = Unsatisfactory B = Basic P = Proficient D = Distinguished NA = Not Applicable

DOMAIN 1: PLANNING AND PREPARATION

U	B	P	D	NA	Component
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a: Demonstrating knowledge of literature and current trends in library/media practice and information technology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1b: Demonstrating knowledge of the school's program and student information needs within that program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1c: Establishing goals for the library/media program appropriate to the setting and the students served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1d: Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1e: Planning the library/media program integrated with the overall school program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1f: Developing a plan to evaluate the library/media program

DOMAIN 2: THE ENVIRONMENT

U	B	P	D	NA	Component
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2a: Creating an environment of respect and rapport
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2b: Establishing a culture for investigation and love of literature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2c: Establishing and maintaining library procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2d: Managing student behavior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2e: Organizing physical space to enable smooth flow

DOMAIN 3: DELIVERY OF SERVICE

U	B	P	D	NA	Component
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3b: Collaborating with teachers in the design of instructional units and lessons
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3c: Engaging students in enjoying literature and in learning information skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3d: Assisting students and teachers in the use of technology in the library/media center
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3e: Demonstrating flexibility and responsiveness

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

U	B	P	D	NA	Component
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4a: Reflecting on practice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4b: Preparing and submitting reports and budgets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4c: Communicating with the larger community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4d: Participating in a professional community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4e: Engaging in professional development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4f: Showing professionalism