

**LAKWOOD PUBLIC SCHOOLS**  
**Library / Media Specialist**  
**FORMAL OBSERVATION SUMMARY FORM**

Teacher \_\_\_\_\_ Grade/Subject \_\_\_\_\_

School \_\_\_\_\_ Tenured \_\_\_\_\_ Non-Tenured \_\_\_\_\_

Date of Observation \_\_\_\_\_ Pre-Observation Conference Date: \_\_\_\_\_

Post Conference Date \_\_\_\_\_ Evaluator \_\_\_\_\_

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**LESSON SUMMARY**

**Objective:**

**Summary:**

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**OBSERVATION SCORING SUMMARY FORM**

Indicate the overall rating for each Domain as [D] Distinguished, [P] Proficient, [B] Basic, [U]Unsatisfactory.

Domain 1: Planning and Preparation \_\_\_\_\_

Domain 3: Instruction \_\_\_\_\_

Domain 2: The Classroom Environment \_\_\_\_\_

Domain 4: Professional Responsibilities \_\_\_\_\_

**Signatures**

\_\_\_\_\_  
Print Observer/Title

\_\_\_\_\_  
Signature of Observer/Title

\_\_\_\_\_  
Print Teacher

\_\_\_\_\_  
\*Signature of Teacher

\_\_\_\_\_  
Print Witness

\_\_\_\_\_  
\*\*Signature of Witness

\_\_\_\_\_  
**Date**

\*Signature of teacher indicates receipt of evaluation and does not indicate approval or disapproval.

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\*\* Witness signature may be needed in particular circumstances.

**DOMAIN 1: PLANNING AND PREPARATION**

COMPONENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
1a: Demonstrating knowledge of literature and current trends in library/media practice and information technology				
1b: Demonstrating knowledge of the school's program and student information needs within that program				
1c: Establishing goals for the library/media program appropriate to the setting and the students served				
1d: Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan				
1e: Planning the library/media program integrated with the overall school program				
1f: Developing a plan to evaluate the library/media program				
DOMAIN 1 TOTAL				

<p><b>Domain 1 PLANNING AND PREPARATION COMMENTS:</b>  <b>EVIDENCE</b></p>
<p><b>RECOMMENDATION:</b></p>

**DOMAIN 2: THE CLASSROOM ENVIRONMENT**

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
2a Creating an environment of respect and rapport				
2b: Establishing a culture for investigation and love of literature				
2c: Establishing and maintaining library - procedures				
2d: Managing student behavior				
2e: Organizing physical space to enable smooth flow				

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DOMAIN 2	TOTAL			
<b>Domain 2 THE CLASSROOM ENVIRONMENT COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				

**DOMAIN 3: INSTRUCTION**

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations				
3b: Collaborating with teachers in the design of instructional units and lessons				
3c: Engaging students in enjoying literature and in learning information skills				
3d: Assisting students and teachers in the use of technology in the library/media center				
3e: Demonstrating flexibility and responsiveness				
Domain 3 <span style="float: right;">TOTAL</span>				

<b>Domain 3 INSTRUCTION COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				

**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
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4a: Reflecting on practice				
4b: Preparing and submitting reports and budgets				
4c: Communicating with the larger community				
4d: Participating in a professional community				
4e: Engaging in professional development				
4f: Showing professionalism				
DOMAIN 4	TOTAL			
<b>Domain 4 PROFESSIONAL RESPONSIBILITIES COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				