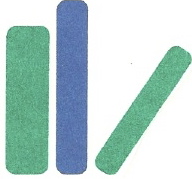
Career in Teaching Tool

**Collaborative Mentor-Intern Feedback Form (Library Media Specialists)**

Librarian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attending Class/Grade Level: \_\_\_\_\_\_\_\_ Librarian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| * *Analyzing Student Work* * *Communicating with Parents* * *Discussing Content Standards* * *Observing Instruction* * *Planning Lesson* * *Problem Solving* | * *Developing/Reviewing Professional Goals* * *Collaborative teaching with staff* * *Collaborative Planning with staff* * *Supporting school wide initiatives (Open House, School Newsletter, etc.)* * *In service Presentation* | * *Special Project (Story Telling, Poetry Slam, etc.)* * *Observing Mentor/other* * *Veteran teacher* * *Modeling Lesson* * *Working with volunteers* | * *Special Library Project (rearranging, re-cataloging, etc.)* * *Providing Resources* * *Using Technology* * *Pre-Observation Conference* | * *Post Observation Conference* * *Reflecting* * *Other:* |

|  |  |
| --- | --- |
| ***What’s Working:*** | ***Current Focus----Challenges----Concerns:*** |
| ***Librarian’s Next Steps:*** | ***Mentor’s Next Steps:*** |

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| **Next Meeting Date: Focus:** |
| **Questions:** |

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| --- | --- | --- | --- |
| ***Planning and Preparation***   * *Demonstrating knowledge of content and pedagogy* * *Designing instruction based on students’ developmental levels and diverse needs* * *Designing Instruction based on Librarian’s Scope and Sequence, NY State Standards, ALA/AASL Standards, Core Curriculum and/or classroom curriculum* * *Collaborating with staff to support classroom objectives when appropriate* | ***The Library Environment***   * *Creating a safe, efficient, welcoming, literacy-focused environment* * *Establishing respect and rapport among and between patrons and staff* * *Establishing and using procedures/routines that support student learning and maintain high expectations* * *Promoting library materials that reflect the diverse backgrounds and interests of the patrons* | ***Instruction***   * *Communicating goals clearly* * *Engaging students in Critical Thinking* * *Engaging Students in learning by connecting instruction to students’ life experiences and interests, and culture* * *Using a variety of instructional strategies to respond to students’ diverse needs* * *Facilitating developmentally appropriate learning experiences that allow students to be successful information seekers/users, responsible consumers of all media and avid readers* * *Demonstrating Flexibility and Responsiveness* | ***Professional Responsibilities***   * *Maintaining a current library collection with the local culture, student interest and state curriculum represented* * *Timely participation in the Interlibrary Loan process* * *Promoting ethical use of resources.* * *Maintaining accurate catalog, circulation and purchasing records* * *Reflecting on teaching practices and planning professional development goals* * *Contributing to the school and district through collaborative relationships with colleagues and participation in school and district projects* * *Communicating/Engaging with staff and families about school and community resources* * *Working with Communities to improve professional practice* * *Demonstrating, ethical practices and library advocacy* * *Demonstrating flexibility and responsiveness* |