Career in Teaching Tool

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * *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:*** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***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*
 |