



Exchange Conference Report Form

Library Media Specialist _____ School _____

Exchange Conference Date _____ Probationary Period From _____ To _____

Tenured: ☐ Yes ☐ No

Evaluation Option ☐ _____

Review of Evaluation Criteria: Please circle the criteria which were discussed at the Exchange Conference.

I. Planning and Designing Instruction

A. Student Development

The library media specialist shall demonstrate knowledge of student development, an understanding and appreciation of diversity, and the regular application of developmentally appropriate instruction strategies for the benefit of all students.

B. Content Knowledge

The library media specialist shall demonstrate a thorough knowledge of the curricula, information retrieval, and selection and maintenance of the collection. The LMS recognizes the critical role of information retrieval in the future of education. The LMS demonstrates competency in selection acquisition, circulation, and maintenance of materials and equipment.

C. Preparation

The library media specialist shall demonstrate appropriate preparation, employing the collaborative practices to support instruction.

II. Instruction

A. Instructional Delivery

The library media specialist shall demonstrate management skills supporting the educational and cultural diversity of the student population. The LMS promotes the development of reading skills by introducing a wide variety of literature. The LMS encourages the integration of technology resources into the total instructional program.

B. Classroom Management

The library media specialist shall demonstrate classroom management skills supportive of diverse student learning needs which create an environment conducive to student learning. The LMS manages library resources using an automated library circulation system.

II. Instruction – contd.

C. Student Assessment

The library media specialist shall implement assessment techniques based on appropriate learning standards and current educational practices.

III. Professional Responsibilities

A. Collaboration

The library media specialist shall demonstrate collaborative relationships with teachers, students, parents or caregivers, as needed, and other appropriate staff members to meet the learning needs of students. The LMS exercises leadership and serves as a catalyst in the instructional program. The LMS provides resources to support classroom instruction and professional growth of faculty and staff.

B. Professional Qualities

Library media specialists are expected to practice and promote ethical and professional behavior to positively contribute to their own school building and also to positively reflect upon the professionalism of the Syracuse City School District.

C. Reflective and Responsive Practice

The library media specialists shall engage in reflective and responsive activities that will contribute to their individual professional growth plan. The LMS actively participates in the School Library System, contributing and borrowing materials as needed. The LMS trains and supervises library media center personnel to perform duties efficiently. The LMS administers budgets according to needs and objectives of the library media center within administrative guidelines. The LMS prepares statistical records and reports needed to administer the library media center. The LMS evaluates library media center programs, services, facilities, and materials to assure a quality library program.

Signature of Administrator

Date

Signature of Library Media Specialist

Date