Media Coordinator Name _____ Date _____ Period/Time _____ Observer/Evaluator _____

Media Coordinator Formative Observation Instrument

Instructions: Use this form to observe functions and practices that occur during the school year. Be sure to code each instance of a MCPAI practice as follows: appropriate use of practice; strong or positive use of practice (+); weak or negative use of practice (-).

Function/Practice **I. Planning and Facilitating Teaching and Learning**	Date of Conference/ Observation	Data Source if applicable	Comments
1.1 Assesses learning and information needs			
1.2 Plans and works collaboratively with teachers			
1.3 Works to provide flexible access to services			
1.4 Instructs in the effective use of media center and resources (**for lesson observation see Media Coordinator FODI**)			

Media Coordinator Name _____ Date _____ Period/Time _____ Observer/Evaluator _____

Media Coordinator Formative Observation Data Instrument

Instructions: Use this form to observe an instructional activity conducted by the media coordinator. **NOTE: the following practices are based on the TPAI-R and are provided to assist evaluators in recording.** Be sure to code each instance of a MCPAI practice as follows: appropriate use of practice; strong or positive use of practice (+); weak or negative use of practice (-).

Function/Practice **I. Planning and Facilitating Teaching and Learning (Continued)**	Date of Conference/ Observation	Data Source if applicable	Comments
I. Instructional Time			
1.1 Materials ready			
1.2 Class started quickly			
1.3 Time-on-task for learning			
II. Student Behavior			
2.1 Rules - Administrative matters			
2.2 Rules – Verbal participation			
2.3 Rules - Movement			
2.4 Frequently monitors behavior			
2.5 Stops inappropriate behavior			
2.6 Reflective practice – Student behavior			
III. Instructional Presentation			
3.1 Links to prior learning.			
3.2 Understands content; makes it meaningful			
3.3 Speaks fluently			
3.4 Relevant examples			
3.5 High rate of success on tasks			
3.6 Brisk pace			
3.7 Effective, smooth transitions			

Function/Practice I. Planning and Facilitating Teaching and Learning (Continued)	Date of Conference/ Observation	Data Source if applicable	Comments
3.8 Assignment clear			
3.9 Adapts instruction to diverse learners			
3.10 Develops critical thinking, problem solving, and performance skills			
3.11 Uses technology to support instruction			
3.12 Students engaged, responsible for learning			
IV. Instructional Monitoring			
4.1 Maintains deadlines, standards			
4.2 Circulates to check students' performance			
4.3 Uses varied work products to check progress			
4.4 Questions clear, one at a time			
4.5 Uses responses to adjust teaching			
V. Instructional Feedback			
5.1 Feedback on in-class work			
5.2 Prompt feedback on out-of-class work			
5.3 Affirms correct response quickly			
5.4 Sustaining feedback after incorrect response			
5.5 Fosters active inquiry supportive interaction			
VI. Facilitating Instruction			
6.1 Aligned instructional plans			
6.3 Maintains accurate records			
6.4 Appropriate instructional activities			
6.5 Available resources support program			

Function/Practice **I. Planning and Facilitating Teaching and Learning (continued)**	Date of Conference/ Observation	Data Source if applicable	Comments
1.5 Incorporates information literacy			
1.6 Advocates and promotes reading and life-long learning			
1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the use of instructional technology resources			
1.8 Plans for personal professional development			

Summary Comments:

Above Standard _____ At Standard _____

Below Standard _____ Unsatisfactory _____

Function/Practice **II. Planning and Facilitating Information Access and Delivery, Evaluation, and Use**	Date of Conference/ Observation	Data Source if applicable	Comments
2.1 Creates and maintains a learning environment			
2.2 Works to provide flexible access to resources			
2.3 Organizes school library media facilities and resources			
2.4 Encourages use of print and electronic resources and services			
2.5 Works cooperatively with other libraries and agencies to share resources			
2.6 Adheres to and communicates copyright and ethical use of all resources			
2.7 Advocates for intellectual freedom			

Summary Comments:

Above Standard _____ At Standard _____

Below Standard _____ Unsatisfactory _____

Function/Practice **III. Planning and Facilitating Program Administration**	Date of Conference/ Observation	Data Source if applicable	Comments
3.1 Works with school staff to design and implement short- and long-range plans			
3.2 Develops and implements an ongoing collection development and evaluation planning process			
3.3 Evaluates and selects resources			
3.4 Maintains a collection addressing curricular needs and learning goals			
3.5 Evaluates the school library media program			
3.6 Plays a leading role in the school's budgetary process			
3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee			
3.8 Interacts effectively with students, staff, administration, parents, and the community			
3.9 Prepares and submits accurate reports			
3.10 Adheres to laws, policies, rules, and regulations			
3.11 Carries out non-instructional duties			

Summary Comments:

Above Standard _____ At Standard _____

Below Standard _____ Unsatisfactory _____

Strengths:

Areas for Improvement (Prioritize):