

## Library Media Specialist Observation Report Template

Observer \_\_\_\_\_

Announced

Unannounced

Teacher Observed \_\_\_\_\_

Formal (lesson-length)

Informal (15-mins)

School Name \_\_\_\_\_

Observation Number \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_\_\_

Planning	Observer Score	Self Score
Media Center Management (MCM)		
Media Center Resources (MCR)		
Media Center Collaboration (MCC)		
Environment	Observer Score	Self Score
Expectations (EX)		
Managing Student Behavior (MSB)		
Environment (ENV)		
Respectful Culture (RC)		
Instruction	Observer Score	Self Score
Standards and Objectives (SO)		
Motivating Students (MS)		
Presenting Instructional Content (PIC)		
Lesson Structure and Pacing (LS)		
Activities and Materials (ACT)		
Questioning (QU)		
Academic Feedback (FEED)		
Monitoring Student Understanding (MON)		
LMS/LIS Content Knowledge (CK)		
LMS/LIS Knowledge of Students (KS)		
Thinking (TH)		
Information Literacy Skills (ILS)		

**Reinforcement Objective:**  
Indicator: \_\_\_\_\_  
Notes:

  
  
  
  
  
  
  
  
  
  

**Refinement Objective:**  
Indicator: \_\_\_\_\_  
Notes:

**Observer Reflection on Observation (Optional):**

**Teacher Reflection on Observation (Optional):**

**Adapted from the National Institute for Excellence in Teaching. Do not duplicate without permission.**

Observer Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_