Summary Sheet: Project-Based or Peer Evaluation

Directions: Please be aware of the following timelines as the evaluation cycle comes to a close.

By April 1st: Complete the questions below and bring this form to a meeting with your administrator. You will also bring your project documentation or Peer Observation forms to this meeting.

By May 1st: Complete the Standards Checklist with Narrative Summary form provided by your administrator. You will check off each standard as you reflect on the entire school year. The narrative portion will be your revised responses from this form as a reflection on the project completed or from the peer observations and how this affected your professional growth. After you and your administrator conference on your project, you will be able to cut/paste your responses into the narrative section of the Standards Checklist.

1. In a concise paragraph, describe the project that you completed as part of your evaluation. If you participated in the Peer Evaluation method, please list the dates that you were observed and the topics of the lessons.

2. Referring to the Developmental Continuum of Library Media Teachers' Abilities that are aligned with the California School Library Association, please choose five standards below and write 2-5 sentences for each of your chosen areas explaining how completing your project-based evaluation helped you grow professionally:

Standard One: Leadership
Standard Two: Information-Seeking Expertise
Standard Three: Reading Comprehension
Standard Four: Information Literacy
Standard Five: Information Technology
Standard Six: School Library Media Program
Standard Seven: Library Collection
Standard Eight: Management of Information Resources
Standard Nine: Library Facility
Standard Ten: Evaluates Library Program
Standard Eleven: Professional Growth
Standard Twelve: Fulfilling Professional Responsibilities

3. Describe your overall professional growth this year as a result of the evaluation cycle?

4. Specifically, how has this evaluation process helped you define professional goals or affected your role as a librarian and school leader?

5. How has your project led to a department-wide or school-wide benefit?