Teacher Candidate Experiences Checklist

Use the following checklist as a starting point to discuss experiences teacher-librarian candidates have had prior to their current placement.

Use the following scale:  (1) Heard about it (2) Observed it (3) Did it

**Information Access & Delivery**
1 2 3 Catalogued and classified library resources
1 2 3 Inventoried and weeded collection
1 2 3 Worked at circulation desk
1 2 3 Processed materials
1 2 3 Shelved materials
1 2 3 Prepared bibliographies, pathfinders, and web resources

**Teaching and Learning**
1 2 3 Worked with a school’s curriculum and information literacy curriculum
1 2 3 Developed a curriculum map
1 2 3 Collaborated with faculty in the instructional design of a teaching unit
1 2 3 Assisted students and faculty in the production of instructional resources
1 2 3 Trained students or staff in the use of library resources
1 2 3 Trained students or staff how to use technology
1 2 3 Planned and conducted professional development for staff
1 2 3 Taught an information literacy skills lesson
1 2 3 Answered reference requests by students and teachers
1 2 3 Provided readers’ advisory
1 2 3 Planned and presented story hours or read-aloud lessons
1 2 3 Presented book talks to students
1 2 3 Told a story to students
1 2 3 Taught using technology (computer lab, electronic whiteboard, etc.)
1 2 3 Managed a class-size group of students for instructional purposes
1 2 3 Worked with a computerized reading motivation system
1 2 3 Planned and administered formal assessment
1 2 3 Wrote a formal lesson plan

**Communication**
1 2 3 Worked in a school as volunteer, mentor, paraprofessional, teacher
1 2 3 Assisted with publicity and public relations activities for the library media program
1 2 3 Attended faculty, curriculum, grade level, department, PTA, etc. meetings
1 2 3 Planned a school-wide event
1 2 3 Designed a bulletin board and/or book display

**Administration**
1 2 3 Reviewed existing library policies and procedures and school policies
1 2 3 Scheduled use of library facilities, services, and materials
1 2 3 Selected and ordered library resources
1 2 3 Reviewed the mission statement and library media program goals and objectives
1 2 3 Assessed a library program in relation to state or national guidelines
1 2 3 Directed student assistants and volunteers
1 2 3 Reviewed job descriptions of library personnel
1 2 3 Reviewed budgeting process for the library media program
1 2 3 Wrote a grant
1 2 3 Organized a book fair

G. Burch, 7/9/10