

**Pre-Observation Conference For  
Formal Evaluation of Certified Specialists  
(Librarian/Media, Social Worker, Counselor)  
Eastland CUSD #308**

**Complete this form and submit it prior to your pre-conference:**

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

Grade Level(s) \_\_\_\_\_ Position \_\_\_\_\_

Observer \_\_\_\_\_ Date of Observation: \_\_\_\_\_

1. Provide a summary of educationally-related endeavors that you have initiated or completed in the last year to improve your level of competency.
  
2. Provide a summary of building and district level committees on which you have participated during the last year.
  
3. Provide a summary of how you regularly use technology to engage students in your program.

**Questions for discussion**

4. Provide a summary of your progress (to date) toward your annual goals, and how they support the District Vision.
  
5. Briefly explain any changes you are planning to make based on your review of progress made on your annual goals.
  
6. Briefly explain how you will evaluate the effectiveness of your program.
  
7. Please attach a copy of any supporting information that would be helpful in evaluating progress made.