



10. **Ability as Manager/Administrator**  
 Conducts the business of the library media center effectively. Understands and complies with financial record keeping, and budgeting, ordering, and payment procedures. Supervises paid and volunteer personnel. Reports the status of the library media center, its facilities and programs, to the appropriate administrators.
11. **Use of Human Relations Strategies**  
 Takes actions to promote feelings of worth in individuals and promotes productive interaction among learners.
12. **Professional Characteristics/Personal Qualities**  
 Relates well to others. Personal characteristics include: enthusiasm, drive, industriousness, initiative, dependability, flexibility, and sense of humor. Professional behavior exemplifies role awareness and responsible ethical conduct.

**COMMENTS:**

SIGNATURES \_\_\_\_\_

University Coordinator

Clinical Supervisor

Cooperating Teacher