

Uintah School District Classified Evaluations Media

Name _____

Evaluator _____ Position _____ Date _____

Procedures:

Evaluation: Each classified employee shall be evaluated once every year unless the supervising administrator determines an immediate need for remediation in one or more area. The evaluator shall be the employee's supervisor, principal, or someone appointed by the superintendent.

Definitions:

1. Outstanding: A criterion marked outstanding is one in which the employee is clearly superior in job performance, individual initiative, performance skills, and ability to work effectively without direct supervision.
2. Well Functioning: A criterion marked well functioning is a positive criterion in which the employee is functioning at or above average.
3. Needs Improvement: A criterion marked needs improvement is an area where growth in performance must be demonstrated. (If graded needs improvement, please elaborate on Page 3.)
4. Unsatisfactory: A criterion marked unsatisfactory is one in which the employee is functioning at an **unacceptable** level. (If graded Unsatisfactory, please elaborate on Page 3.)
5. Not Evaluated or Not Applicable: A criterion marked in this column is not appropriate to be observed.

Professional Activities

-1-

-2-

-3-

-4-

-5-

1. Demonstrates ability to evaluate and select library books and A/V materials for the Library Media Center which reflect the curriculum needs of the school.					
2. Demonstrates necessary computer skills.					

Library Media Utilization and Information Retrieval Skills

1. Organizes materials and develops procedures to facilitate their use.					
2. Assumes responsibility for teaching library skills.					

Management

1. Plans the use of media budget to support the instructional program					
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Interpersonal Relations

1. Develops effective relationships with students.					
2. Demonstrates effective relationships with members of staff and community.					

Personal Qualifications

1. Is receptive to new ideas and new technologies.					
2. Is dependable.					
3. Demonstrates initiative and creativity.					
4. Demonstrates ability to organize.					
5. Exercises good judgment.					
6. Is accessible to students and staff.					
7. Practices professional ethics.					
8. Demonstrates a positive attitude.					
9. Is punctual.					
10. Meets deadlines.					
11. Uses appropriate language/English.					

Summary EVALUATION STATEMENT: _____

Record JOB STRENGTHS: _____

Record specific IMPROVEMENT PROGRAMS to be undertaken, as needed, during the next evaluation period: _____

Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance if employee has received a prior evaluation: _____

Employee's comments: _____

I agree with the evaluation _____ I disagree with the evaluation _____

Employee's signature _____ Date: _____

Evaluator's signature _____ Date: _____