

Uintah School District High School Licensed Media Specialist Evaluation

Name: _____

Evaluator: _____ Position: _____ Date: _____

Procedures:

Evaluation: Each certified 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.					
3. Understands and carried out Utah State Media Standards					
4. Understands, supports and enhances PLC process.					
5. Sets and accomplishes goals for library/media improvement.					
6. Provides in-service training.					

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					
2. Supervises and directs classified media aides and student aides					

Interpersonal Relations

1. Develops effective relationship with students					
2. Develops and demonstrates effective relationships with member 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: _____

Employee's comments: _____

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

Employee's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____