

SCHOOL DISTRICT OF PUTNAM COUNTY

MEDIA SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

Employee # _____ Course Code Number _____

School/Dept. _____ School Year _____

1. PLANNING/PREPARATION

Category Definitions

- * (1) Develop long and short range goals and objectives for the media program based on student, faculty, and curriculum needs.
- * (2) Plan with teachers and instructional leaders to develop curriculum and integrate media/information skills into the school program.
- * (3) Develop schedules and organize resources to allow easy access to information and services.
- * (4) Select library and other instructional support materials to enhance learning consistent with the needs of students with diverse cultural and social-economic backgrounds, learning styles, and special needs.
- * (5) Review the School Improvement Plan, search out and plan for the procurement of materials necessary to support the media needs of students and staff.
- * (6) Participate in the preparation for changing curriculum and continuous improvement requirements.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Category Score

Maximum Score - 7

- Unsatisfactory - 0 Needs Improvement - 2.5 Effective - 5 Highly Effective - 6 Exemplary - 7

MEDIA SPECIALIST (Continued)

2. CLASSROOM MANAGEMENT

Category Definitions

- * (7) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- * (8) Prepare, submit, and administer media center budget based on program goals and objectives.
- * (9) Create an inviting, attractive, safe atmosphere conducive to learning.
- * (10) Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- * (11) Instruct, assign, and supervise support staff and volunteers.
- * (12) Coordinate the selection and acquisition process for media resources and equipment.
- * (13) Provide for the use, maintenance, repair, and inventory of all media center materials and equipment.
- * (14) Ensure accessibility to resources.
- * (15) Provide for use of current technologies.
- * (16) Manage student conduct in a positive manner.
- * (17) Establish an operating environment which inviting, stimulating and contemporary.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Category Score

Maximum Score - 7

- Unsatisfactory - 0 Needs Improvement - 2.5 Effective - 5 Highly Effective - 6 Exemplary - 7

MEDIA SPECIALIST (Continued)

3. ASSESSMENT/EVALUATION

Category Definitions	
*(18) Evaluate the efficiency and effectiveness of the media program. *(19) Use evaluation results to improve media services. *(20) Assist with responsibilities for school testing program by proctoring and scheduling space. *(21) Handle all test materials in a confidential and secure manner. *(22) Solicit ongoing feed back from members of the school staff regarding the availability, use and impact of media instructional support materials. *(23) Develop a system of records which provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials. *(24) Provide feedback to classroom teachers regarding students and their media center habits with the intent of providing additional evidence of student growth and developmental needs.	
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 6
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2
<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5
<input type="checkbox"/> Exemplary - 6	

MEDIA SPECIALIST (Continued)

4. INTERVENTION/DIRECT SERVICES

Category Definitions

- *(25) Teach library media skills in collaboration with teachers to support classroom instruction.
- *(26) Provide instruction in use of resources, services and equipment.
- *(27) Encourage and train faculty to incorporate library media resources into curriculum.
- *(28) Provide reference assistance.
- *(29) Demonstrate knowledge and understanding of a broad curriculum base.
- *(30) Apply principles of learning and effective teaching in instructional delivery.
- *(31) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- *(32) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- *(33) Use appropriate materials, technology, and resources to help meet learning needs of all students.
- *(34) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- *(35) Provide instruction on safety procedures and proper handling of materials and equipment.
- *(36) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.

Source Code (check all that apply)

- A. Behavioral Event Interview** **B. Direct Documentation** **C. Indirect Documentation**
 D. Training Programs Competency Acquisition **E. Evaluatee Provided** **F. Confirmed Observation**

Enter Category Score

Maximum Score - 10

- Unsatisfactory - 0** **Needs Improvement - 3** **Effective - 6** **Highly Effective - 8** **Exemplary - 10**

MEDIA SPECIALIST (Continued)

5. TECHNOLOGY

Category Definitions	
* (37)	Use technology resources effectively.
* (38)	Use appropriate technology in instructional delivery.
* (39)	Use technology to establish an atmosphere of active learning.
* (40)	Provide students with opportunities to use technology to gather and share information with others.
* (41)	Facilitate student access to the use of electronic resources.
* (42)	Explore and evaluate new technologies and their educational impact.
* (43)	Use technology to review student assessment data.
* (44)	Use technology for administrative tasks.
* (45)	Assist classroom teachers with the effective use of technology.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> D. Training Programs Competency Acquisition
<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 6
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2
<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5
<input type="checkbox"/> Exemplary - 6	

6. COLLABORATION

Category Definitions	
* (46)	Collaborate with teachers to support instructional goals and objectives.
* (47)	Participate in overall school curriculum planning and development.
* (48)	Develop an effective public relations program to promote media resources and programs.
* (49)	Maintain contact with other library, education and information agencies.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> D. Training Programs Competency Acquisition
<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 5
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1.5
<input type="checkbox"/> Effective - 3	<input type="checkbox"/> Highly Effective - 4
<input type="checkbox"/> Exemplary - 5	

MEDIA SPECIALIST (Continued)

7. STAFF DEVELOPMENT

Category Definitions

- *(50) Develop, maintain, and promote a collection of current professional resources for administrators and teachers.
- *(51) Provide faculty training on the use of media resources and equipment.
- *(52) Update professional skills and knowledge and keep abreast of recent developments in education, technology, and media.
- *(53) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- *(54) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- *(55) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- *(56) Manage within an organizational context a personal professional development program by setting goals and time tables.
- *(57) Participate in school data collection of input on principal's performance assessment program.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 5

- Unsatisfactory - 0 Needs Improvement - 1.5 Effective - 3 Highly Effective - 4 Exemplary - 5

MEDIA SPECIALIST (Continued)

8. PROFESSIONAL RESPONSIBILITIES

Category Definitions	
*(58)	Perform and fulfill professional responsibilities
*(59)	Comply with copyright laws and inform faculty and students of the laws and their application to educational institutions.
*(60)	Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
*(61)	Support and actively participate in school improvement initiatives services and programs.
*(62)	Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory Committee, text book selection, curriculum development, student activities, and accreditation.
*(63)	Market the use of the media center as a learning resource opportunity.
(64)	Perform other tasks consistent with the goals and objectives of this position.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> D. Training Programs Competency Acquisition
<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 4
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1
<input type="checkbox"/> Effective - 2	<input type="checkbox"/> Highly Effective - 3
<input type="checkbox"/> Exemplary - 4	

MEDIA SPECIALIST (Continued)

9. STUDENT GROWTH AND ACHIEVEMENT

Category Definitions

- *(65) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- *(66) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Source Code (check all that apply)

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- F. Confirmed Observation

Enter Category Score

Maximum Score - 50

- Up to 50 points may be earned for assigned student gains.

Performance of Students (increased learning gains)

Points Earned

Top 25%	50
Top 30%	30
Top 35%	25
Top 40%	20
Top 50%	10

- Unsatisfactory - 10
- Needs Improvement - 20
- Effective - 30
- Highly Effective - 40
- Exemplary - 50

MEDIA SPECIALIST (Continued)

OVERALL RATING

Total Score _____

Unsatisfactory 0 - 33

Needs Improvement 34 - 59

Effective 60 - 77

Highly Effective 78 - 93

Exemplary 94 - 100

Comments of the Evaluatee: _____

Comments of the Evaluator: _____

This evaluation has been discussed with me: Yes No

Signature of Evaluatee

Date

Signature of Evaluator

Date