

Personnel

Professional service personnel evaluation

The Quality Basic Education Act (QBE) requires that all personnel employed by local school systems shall be evaluated annually by trained evaluators. The Troup County School System uses the **Georgia Media Specialist Evaluation Program** (GMSEP) for the annual evaluation of Troup County media specialists.

The school principal is responsible for media specialist evaluation activities as well as for reviewing and signing the annual evaluation summary report on each media specialist. The GMSEP evaluation manual contains a description of the evaluation instruments and a summary of procedures.

All media specialists must receive an orientation prior to their initial evaluation using the GMSEP.

Media assistant evaluation

Media assistants are evaluated annually by their immediate supervisor using the **Media Paraprofessional Annual Evaluation Form**.

Job Descriptions

TCBOE administrative regulations **320** and **620** are job descriptions for Librarian/Media Specialist and Media Paraprofessional, respectively.

A **provisional certification** may be extended to allow a position to be filled temporarily.