

CERTIFIED EMPLOYEE ANNUAL EVALUATION COVER SHEET

Name _____ Position **MEDIA SPECIALIST** Employee # _____

Subject/Course _____ School/Dept. _____ School Year _____

Comments of the Evaluator _____

Comments of the Evaluatee _____

Information from parents was collected and analyzed in the preparation of this report. Yes No

This Evaluation has been discussed with me. Yes No

Signature of Evaluator_____
Date_____
Signature of Evaluatee_____
Date**Signature does not necessarily indicate agreement with this Evaluation.**

OVERALL RATING: H E N U

Media Specialist Evaluation Form – Rev. 2015-16

Required signatures: Evaluator and Evaluatee

Provide a copy to the Evaluatee and forward the original to Human Resources.

Media Specialist Summative Evaluation Score Sheet

Name:		Employee ID#:
Position:	Assignment:	
Evaluator:		Date:

Scoring Key:HE (*Highly Effective*) = 4E (*Effective*) = 3NI/D (*Needs Imp.
Developing*) = 2U (*Unsatisfactory*) = 1

Domain A: Planning & Preparation	Rating Scores			
	HE	E	NI/D	U
A-a. Demonstrates knowledge of literature and current trends in library/media practice and information. [FEAPs (a)1.a.; (a)3.e.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
A-b. Demonstrates knowledge of the school's program and student information needs within that program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
A-c. Establishes goals for the library/media program appropriate to the setting and the students served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
A-d. Demonstrates knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
A-e. Plans the library/media program and integrates with the overall school program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-f. Develops a plan to evaluate the library/media program.				
TOTAL (Add the practice rating scores in Domain A ÷ 6, then multiply by 10 =)				
<i>Domain A Section Comments:</i>				

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Domain B: The Environment	Rating Scores			
	HE	E	NI/D	U
B-a. Creates an environment of respect and rapport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
B-b. Establishes a culture for investigation and love of literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
B-c. Establishes and maintains library procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
B-d. Manages student behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
B-5. Organizes physical space to enable smooth flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
TOTAL (Add the practice rating scores in Domain B ÷ 5, then multiply by 15 = <input type="text"/>)				
<i>Domain B Section Comments:</i>				

Domain C: Delivery of Service	Rating Scores			
	HE	E	NI/D	U
C-a. Maintains and extends the library collection in accordance with the school's needs and within budget limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
C-b. Collaborates with teachers in the design of instructional units and lessons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
C-c. Engages students in enjoying literature and in learning information skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				

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C-d. Assists students and teachers in the use of technology in the library/media center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
C-e. Demonstrates flexibility and responsiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
TOTAL (Add the practice rating scores in Domain C ÷ 5, then multiply by 15 =)				
<i>Domain C Section Comments:</i>				

Domain D: Professional Responsibilities	Rating Scores			
	HE	E	NI/D	U
D-a. Reflects on practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
D-b. Prepares and submits reports and budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
D-c. Communicates with the larger community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
D-d. Participates in a professional community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
D-e. Engages in professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
D-f. Shows professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence:</i>				
TOTAL (Add the practice rating scores in Domain D ÷ 6, then multiply by 10 =)				
<i>Domain D Section Comments:</i>				

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Media Specialist Evaluation Total Score

Scoring Key - HE= 4, E=3, NI/D = 2, U = 1	
Domain A Score	
Domain B Score	
Domain C Score	
Domain D Score	
SUB TOTAL	
175–200	<i>Highly Effective [HE]</i>
125–174	<i>Effective [E]</i>
75–124	<i>Need Improvement/Developing [NI/D]</i>
< 75	<i>Unsatisfactory [U]</i>
Scoring Key	HE= 4, E=3, NI/D = 2, U = 1
EVALUATION RUBRIC SCORE (57%)	
OPTIONAL: DELIBERATE PRACTICE (10%)	
STUDENT GROWTH & ACHIEVEMENT (33%)	
OVERALL EVALUATION	

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OVERALL SCORING for the EVALUATION RUBRIC: [INCLUDE FINAL SCORE ON COVER PAGE]

☐ *Highly Effective*
☐ *Effective*
☐ *Needs Imp. Developing*
☐ *Unsatisfactory*

OVERALL EVALUATION	Performance Level Rating
3.5 – 4.00	<i>Highly Effective</i>
2.5 – 3.4	<i>Effective</i>
1.5 - 2.4	<i>Need Improvement/Developing</i>
< 1.5	<i>Unsatisfactory</i>

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