

Form E: Summative Evaluation Form for Librarian/Media Specialist

Name: _____ School: _____ Date: _____

Status: Part-Time 1st Year 2nd Year 3rd Year 4th Year Tenure
 (Temporary) (Probation) (Probation) (Probation) (Probation)

Domain 1 - Planning and Preparation	Unsatisfactory	Needs Improvement	Proficient	Excellent
1a: Demonstrating knowledge of literature and current trends in library/media practice and information technology				
1b: Demonstrating knowledge of the school's program and student information needs within that program				
1c: Establishing goals for the library/media program appropriate to the setting and the students served				
1d: Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan				
1e: Planning the library/media program integrated with the overall school program				
1f: Developing a plan to evaluate the library/media program				
OVERALL PERFORMANCE IN AREA				
Comments:				
Domain 2 - Classroom Environment	Unsatisfactory	Needs Improvement	Proficient	Excellent
2a: Creating an environment of respect and rapport				
2b: Establishing a culture for investigation and love of literature				
2c: Establishing and –maintaining library –procedures				
2d: Managing student behavior				
2e: Organizing physical space to enable smooth flow				

OVERALL PERFORMANCE IN AREA				
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Comments:

Domain 3 - Instruction	Unsatisfactory	Needs Improvement	Proficient	Excellent
3a: Maintaining and extending the library collection in accordance with the school's needs and within budget limitations				
3b: Collaborating with teachers in the design of instructional units and lessons				
3c: Engaging students in enjoying literature and in learning information skills				
3d: Assisting students and teachers in the use of technology in the library/media center				
3e: Demonstrating flexibility and responsiveness				
OVERALL PERFORMANCE IN AREA				

Comments:

Domain 4 - Professional Responsibilities	Unsatisfactory	Needs Improvement	Proficient	Excellent
4a: Reflecting on practice				
4b: Preparing and submitting reports and budgets				
4c: Communicating with the larger community				
4d: Participating in a professional community				
4e: Engaging in professional development				
4f: Showing professionalism				

OVERALL PERFORMANCE IN AREA				
Comments:				
V. Composite Evaluation of Areas I, II, III and IV				
VI. Comments (Strengths, Concerns, Recommendations and Signatures)				
Library/Media Specialist Final Summative Rating:				
_____ Unsatisfactory _____ Needs Improvement _____ Proficient _____ Excellent				
Library/Media Specialist Recommendation:				
		Yes	No	
1.	Recommend for continued employment	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Recommend for continued employment with annual evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Recommend remediation status	<input type="checkbox"/>	<input type="checkbox"/>	

Signature of Library/Media Specialist _____ Date _____

Signature of Evaluator _____ Date _____

Moline School District No. 40
Summative Evaluation Form for Library/Media Specialist

Probationary Library/Media Specialist Recommendation

	YES	NO
1. Recommend for second year of probation (Includes full-time library/media specialist employed prior to November 1)	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend for third year of probation	<input type="checkbox"/>	<input type="checkbox"/>
3. Recommend for fourth year of probation	<input type="checkbox"/>	<input type="checkbox"/>
4. Recommend for tenure	<input type="checkbox"/>	<input type="checkbox"/>
5. Full time temporary contract but would recommend consideration for re-employment	<input type="checkbox"/>	<input type="checkbox"/>
6. Part-time temporary contract but would recommend consideration for re-employment	<input type="checkbox"/>	<input type="checkbox"/>

Formative Observations Completed by:

Name: _____ Date of Observation: _____

Name: _____ Date of Observation: _____

Name: _____ Date of Observation: _____

Principal/Administrator

Date of Conference

I have seen this evaluation and received a signed copy.

Library/Media Specialist's Signature

Date

Form F: Professional Development Planning Form for Library/Media Specialist

Library/Media Specialist Name: _____

Evaluator Name: _____

Date of Receipt of Final Summative Evaluation: _____

Domain(s) in which “Needs Improvement” is indicated (circle all that apply):

Domain 1

Domain 2

Domain 3

Domain 4

Improvement Template

Specific component(s) and element(s) of concern	
Expectations of Library/Media Specialist to rectify concerns	
Suggestions for addressing the evaluator’s expectations	
Supports and resources to assist Library/Media Specialist in meeting the evaluator’s expectations	
Evidence that will be accepted that expectations are met	
Additional evaluator comments	

Chart may be expanded as needed.

Library/Media Specialist Signature: _____
(Name) (Date)*

Evaluator Signature: _____
(Name) (Date)*

Signatures reflect that the meeting was held by the appropriate deadline and that the plan will be implemented. Library/media specialists and evaluators are expected to mutually agree to the plan. In the event that they are not able to come to an agreement, the evaluating administrator reserves the right to direct the activities required of the library/media specialist. The library/media specialist is expected to sign the plan but may provide a written attachment for their file indicating areas in which they disagree with the evaluating administrator.

*Must be within 30 school days of receipt of final summative evaluation.