

**PERRIS UNION HIGH SCHOOL DISTRICT  
 CERTIFICATED EVALUATION FORM  
Library/Media**

Tenured:  
 Probationary: 1st 2nd  
 Other:  
 (not eligible for tenure)

Employee Name:  
 Work Site:  
 School Year:

Scale: **M**=Meets Standards      **N**=Needs Improvement      **U**=Unsatisfactory      **NA**=Not Applicable

In the areas of evaluation below, check off your rating of the employee based on the above scale in the boxes provided. A **N**Needs Improvement or **U**Unsatisfactory rating must be accompanied by specific written suggestions to improve performance (use Improvement Plan).

<b>Standards of Professional Performance</b>	<b>M</b>	<b>N</b>	<b>U</b>	<b>NA</b>
<b>Standard 1: Collaborative Teacher</b>				
Element 1.1 Orients students to the purposes, organization, procedures, and uses of the library				
Element 1.2 Teaches students and staff how to access, evaluate and effectively use information from a variety of print and digital resources				
Element 1.3 Designs flexible schedules for class use of the library media center				
Element 1.4 Develops and implements library media center standards for appropriate patron behavior				
Element 1.5 Creates an attractive, friendly, and stimulating library media center climate and facility for the entire learning community				
Element 1.6 Attends school library workshops and conferences				
<b>Standard 2: Information Specialist</b>				
Element 2.1 Manages efficient student and staff use of library print and digital information resources				
Element 2.2 Assess and develops the library media center's collection of resources to align with the needs of students, staff, community, and the curriculum				
Element 2.3 Implements information literacy standards as the basis for instruction in the school library program				
Element 2.4 Selects library books and other reading materials that support reading development for all students, including those with special needs				
Element 2.5 Provides reading guidance to students and encourages independent reading for enjoyment				
<b>Standard 3: Instructional Partner</b>				
Element 3.1 Participates in site meetings and serves on school and district committees				
Element 3.2 Models the best uses of information and communication technologies in teaching and in presenting information to students, staff, and a community				
<b>Standard 4: Program Administrator</b>				
Element 4.1 Develops and administers policies and procedures for an effective school library media program				
Element 4.2 Develops, organizes, manages and assesses all school library media program resources				
Element 4.3 Manages library AV equipment and services.				
Element 4.4 Aligns the school library media program with the school's mission, goals and curriculum				
Element 4.5 Collaborates with other teachers to plan and evaluate the integration of reading strategies and information literacy instruction into the curriculum				

Standards of Professional Performance, con't.	M	N	U	NA
<b>5: Non-Standard Components: Textbook Management</b>				
Element 5.1 Develops and administers policies and procedures for effective textbook management.				
Element 5.2 Participates with other teachers and librarians in school and district curricular staff development				
Element 5.3 Selects textbook print and digital resources based on selection policies and criteria that respond to the curricular needs of students and staff.				
Element 5.4 Understands the California curriculum frameworks and content standards, instructional techniques and assessment methods				
Element 5.5 Provides for effective textbook distribution and collection in alignment with district and state requirements.				
<b>6: Non-Standard Components: Other components</b>				
Element 6.1 Provides non-classroom supervision when applicable.				
Element 6.2 Adheres to contractual hours of employment				

**5. Overall Evaluation:**

a. Commendations:

b. Recommendations:

**6. Improvement Plan:** This employee performs professional duties conducive to the academic, social, and emotional needs of all students.

Yes      No      Needs to improve

Date scheduled to review Improvement Plan (if needed):

**7. Employment/Status/Recommendation:**

**8. Five-Year Evaluation:**

- Employee requests an initial five-year evaluation:    Yes                      No
- Evaluator approves based on established criteria in Education Code Section 44664:    Yes                      No
- Assistant Superintendent gives final approval:            Yes                      No

\_\_\_\_\_  
Signature, Asst. Supt. – Human Resources

Evaluatee's signature does not indicate endorsement of the evaluation but is recognition that discussion has taken place. Unit member may submit a letter of rebuttal to evaluation, if they so desire.

\_\_\_\_\_  
Librarian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

White: Personnel File  
Yellow: Site Administrator  
Pink: Employee