

Georgia Media Specialist Evaluation Instrument

Interim Recordkeeping Form (Flexible Process)

Media Specialist's Name: _____ **School Year:** _____

Evaluator's Name: _____ **Location:** _____

<i>Comments</i>	<i>Circle subdimensions that receive NIs</i>	<i>Assessment Dates</i>	<i>Assessment Methods (Circle)</i>
TASK I: Manages/Assists in Managing Media Program	IA1. Participates in formation and ensures convening of media committee	_____	IRR or OBS
	IA2. Seeks input from media committee	_____	IRR or OBS
	IA3. Informs media committee of needs and progress toward goals	_____	IRR or OBS
	IA4. Recommends media plan, policies, and procedures	_____	IRR or OBS
	IC2. Maintains scheduling system	_____	IRR
	IC4. Promotes accessibility	_____	IRR
TASK II: Develops and Maintains Media Collection	IIA2. Selects media consistent with policy and needs	_____	IRR
	IIB2. Ensures processing	_____	OBS
	IIC1. Ensures shelving	_____	OBS
	IIC2. Inspects, maintains, and weeds	_____	IRR OBS TS*
TASK III: Provides Services to Facilitate the Instructional Process	IIIA1. Plans with school staff for information access skills instruction	_____	IRR TS*
	IIIA3. Instructs students in use of media center	_____	OBS TS*
	IIIB3. Provides information about and complies with copyright law	_____	IRR or OBS
Satisfactorily remediated NIs and dates of reassessment:			

Signatures:_____
(Evaluator)_____
(Date)_____
(Media Specialist)_____
(Date)

(Signature acknowledges receipt of form, not necessarily concurrence. Written comments may be provided and/or attached. If comments are attached, initial and date here.)

Signatures:_____
(Evaluator)_____
(Date)_____
(Media Specialist)_____
(Date)

(Signature acknowledges receipt of form, not necessarily concurrence. Written comments may be provided and/or attached. If comments are attached, initial and date here.)

*Optional Teacher Surveys are not scored. Interim scores are derived from other assessment methods.

Flexible Process requires that at least the shown subdimensions be evaluated.

Full Process may be used if all subdimensions will be evaluated.

Ensure Assessment Dates are noted and comments are included in each Task Area.

IRR – Interview with Review of Records

OBS – Observation

TS – Teacher Survey (optional)

ORIGINAL: Local Personnel File**COPY:** Media Specialist**COPY:** Evaluator

Revised 6-28-2018