

# Georgia Media Specialist Evaluation Instrument

## Interim Recordkeeping Form (Full 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> |
|----------------------------------------------------------|-------------------------------------------------------------------------|-------------------------|------------------------------------|
| <b>TASK I: Manages/Assists in Managing Media Program</b> | IA1. Participates in formation and ensures convening of media committee | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IA2. Seeks input from media committee                                   | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IA3. Informs media committee of needs and progress toward goals         | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IA4. Recommends media plan, policies, and procedures                    | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IB1. Informs users of policies and procedures                           | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IB2. Conducts media plan activities                                     | _____                   | <b>IRR</b>                         |
|                                                          | IB3. Evaluates and revises media plan activities                        | _____                   | <b>IRR</b>                         |
|                                                          | IC1. Supervises staff                                                   | _____                   | <b>OBS</b>                         |
|                                                          | IC2. Maintains scheduling system                                        | _____                   | <b>IRR</b>                         |
|                                                          | IC3. Maintains circulation and retrieval system                         | _____                   | <b>OBS</b>                         |
|                                                          | IC4. Promotes accessibility                                             | _____                   | <b>IRR</b>                         |
|                                                          | IC5. Maintains functional facility                                      | _____                   | <b>OBS</b>                         |
|                                                          | IC6. Works toward, maintains, or improves automation                    | _____                   | <b>IRR</b>                         |
|                                                          | ID1. Maintains accurate catalog and shelf list                          | _____                   | <b>OBS</b>                         |
|                                                          | ID2. Maintains accurate equipment inventory                             | _____                   | <b>IRR</b>                         |
|                                                          | ID3. Maintains accurate financial records                               | _____                   | <b>IRR</b>                         |
|                                                          | IE1. Informs users of resources and services                            | _____                   | <b>IRR or OBS</b>                  |
|                                                          | IE2. Informs faculty of media plan                                      | _____                   | <b>IRR or OBS</b>                  |
| <b>TASK II: Develops and Maintains Media Collection</b>  | IIA1. Analyzes collection based on curriculum objectives                | _____                   | <b>IRR</b>                         |
|                                                          | IIA2. Selects media consistent with policy and needs                    | _____                   | <b>IRR</b>                         |
|                                                          | IIA3. Utilizes variety of selection aids                                | _____                   | <b>IRR</b>                         |
|                                                          | IIA4. Seeks staff input about needs                                     | _____                   | <b>IRR TS*</b>                     |
|                                                          | IIB1. Orders consistent with policy and procedures                      | _____                   | <b>By Exception</b>                |
|                                                          | IIB2. Ensures processing                                                | _____                   | <b>OBS</b>                         |
|                                                          | IIB3. Catalogs and arranges media                                       | _____                   | <b>OBS</b>                         |
|                                                          | IIC1. Ensures shelving                                                  | _____                   | <b>OBS</b>                         |
|                                                          | IIC2. Inspects, maintains, and weeds                                    | _____                   | <b>IRR OBS TS*</b>                 |

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

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**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> |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|------------------------------------|
| <b>TASK III:</b> Provides Services to Facilitate the Instructional Process | IIIA1. Plans with school staff for information access skills instruction | _____                   | <b>IRR TS*</b>                     |
|                                                                            | IIIA2. Assists with information access skills instruction                | _____                   | <b>OBS TS*</b>                     |
|                                                                            | IIIA3. Instructs students in use of media center                         | _____                   | <b>OBS TS*</b>                     |
|                                                                            | IIIB1. Assists in selection, location, and use                           | _____                   | <b>OBS TS*</b>                     |
|                                                                            | IIIB2. Assists in accessing other collections                            | _____                   | <b>IRR</b>                         |
|                                                                            | IIIB3. Provides information about and complies with copyright law        | _____                   | <b>IRR or OBS</b>                  |
|                                                                            | IIIB4. Plans with staff to incorporate resources into instruction        | _____                   | <b>IRR TS*</b>                     |
|                                                                            | IIIB5. Assembles materials for class topics                              | _____                   | <b>IRR TS*</b>                     |
|                                                                            | IIIB6. Serves as a resource for materials production                     | _____                   | <b>IRR TS*</b>                     |
|                                                                            | IIIB7. Conducts inservice activities                                     | _____                   | <b>IRR or OBS</b>                  |
|                                                                            | IIIB8. Integrates and disseminates skills and knowledge                  | _____                   | <b>IRR</b>                         |

***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.)  
\_\_\_\_\_

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\_\_\_\_\_

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

**Full Process requires that all subdimensions be evaluated.**

**Flexible Process may be used after 3 years of satisfactory evaluation using the Full Process.**

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

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OBS – Observation

TS – Teacher Survey (optional)

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**COPY:** Media Specialist

**COPY:** Evaluator

Revised 6-28-2018