

Georgia Media Specialist Evaluation Program

Annual Evaluation Summary Report

Media Specialist's Name/ID #: _____ School Year: _____

Evaluator's Name/ID#: _____ Location: _____

Evaluation Summary (Select Ratings)

GMSEI: ☐ S ☐ U GMSDRI: ☐ S ☐ U Overall Evaluation Summary: ☐ S ☐ U

Georgia Media Specialist Evaluation Instrument

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

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Media Specialist's Name: _____

Georgia Media Specialist Evaluation Instrument (continued)		
<i>Summary Comments</i>	<i>Mark any Annual NIs in the Annual NI column.</i>	<i>Annual NI</i>
TASK III: Provides Services to Facilitate the Instructional Process	IIIA1. Plans with school staff for information access skills instruction	☐
	IIIA2. Assists with information access skills instruction	☐
	IIIA3. Instructs students in use of media center	☐
	IIIB1. Assists in selection, location, and use	☐
	IIIB2. Assists in accessing other collections	☐
	IIIB3. Provides information about and complies with copyright law	☐
	IIIB4. Plans with staff to incorporate resources into instruction	☐
	IIIB5. Assembles materials for class topics	☐
	IIIB6. Serves as a resource for materials production	☐
	IIIB7. Conducts inservice activities	☐
	IIIB8. Integrates and disseminates skills and knowledge	☐

Georgia Media Specialist Duties and Responsibilities Instrument	
<i>Summary Comments</i>	Identify GMSDRI Areas for Required PDP

Signatures:

			(Signature acknowledges receipt of form, not necessarily concurrence. Written comments may be provided and/or attached. If comments are attached, initial and date here. _____)
(Evaluator)	(Title)	(Date)	
(Media Specialist)	(Date)		
(School Principal if other than evaluator)		(Date)	