SANTA MARIA INDEPENDENT SCHOOL DISTRICT
LIBRARIAN APPRAISAL

Name_____ **Evaluation period**_____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:			
	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	**Performance area: School and community relations** Participates in school and community activities Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority Adheres to state, district, and campus policies, regulatiosn, and procedures **Comments:**
_____	**Performance area: Planning and organization** Sets goals with supervisor Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis **Comments:**

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_____	**Performance area: Communication** Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program related to the district's mission and goals Promotes positive interactions with the community **Comments:**
_____	**Performance area: Job knowledge and skills** Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility **Comments:**
_____	**Performance area: Professional growth and development** Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas **Comments:**
	Specialized responsibilities and skills
_____	**Performance area: Effectively plans the campus library program to meet identified needs** Assesses library program needs based on state accreditation standards and district and campus goals Assesses the physical facility needs of the library based on current inventory, facility conditions, and additional books and equipment needed Prepares and submits annually a proposed budget for library resources and furnishings based on assessed needs Formulates goals for student instruction Confers regularly with campus administration to review and revise program **Comments:**

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_____	**Performance area: Demonstrates ability to implement the campus library program to support district and campus mission and goals** Selects resources that reflect the priorities of the campus instructional program Organizes an effective library program that consistently maximizes student learning Evaluates the library collection to ensure that it is current, attractive, and well-balanced Disseminates information regarding new library acquisitions Maintains circulation procedures that result in high rate of book and material return Maintains a cataloging system that provides easy access to materials and equipment Establishes guidelines for checking out materials and equipment **Comments:**
_____	**Performance area: Demonstrates proficiency in library science skills** Follows district and campus policies and procedures for library and media services Demonstrates a working knowledge of the district's library curriculum Uses approved reviewing tools and selection aids Organizes materials following standard library cataloging procedures Assists in the use of audiovisual equipment and supervises maintenance Demonstrates skill in evaluation, selection, and requisition of new library and media materials **Comments:**
_____	**Performance area: Demonstrates skills in library instruction and provides services to school community** Works with faculty to integrate library services into the instructional program Aids teachers in planning assignments needing extended use of library resources Provides instruction in location of resources and use of research techniques Provides displays, interest centers, and bulletin boards that are appropriate for student age and interests and current instructional units Conducts staff development programs about selection and use of library and media materials **Comments:**
_____	**Performance area:**
Performance goals	
General comments	

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Employee comments

Overall performance rating (check one)

❑ **Outstanding** ❑ **Exceeds Expectations** ❑ **Meets Expectations**

❑ **Improvement Indicated** ❑ **Unsatisfactory**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Evaluator signature Date

Reviewer signature Date

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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