Summative Library Media Specialist Evaluation

Employee: _____ **Date of Conference:** _____

Grade Levels: _____ **Subject Area(s):** _____

School(s): _____ **Evaluator:** _____

Final Summative Rating of Professional Practice

U: Unsatisfactory **B:** Basic **P:** Proficient **E:** Exemplary

	Domain 1: Planning and preparation	**U**	**B**	**P**	**E**
1A	Demonstrating knowledge of literature and current trends in library/media practice and information technology (*Required*)	☐	☐	☐	☐
1B	Demonstrating knowledge of the school's program and student information needs within that program (*Required*)	☐	☐	☐	☐
1C	Establishing goals for the library/media program appropriate to the setting and the students served	☐	☐	☐	☐
1D	Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan	☐	☐	☐	☐
1E	Planning the library/ media program integrated with the overall school program (*Required*)	☐	☐	☐	☐
1F	Developing a plan to evaluate the library/media program	☐	☐	☐	☐
	Overall Rating for Domain 1	☐	☐	☐	☐
	Domain2: The Environment	**U**	**B**	**P**	**E**
2A	Creating an environment of respect and rapport *(Required)*	☐	☐	☐	☐
2B	Establishing a culture for investigation and love of literature (*Required*)	☐	☐	☐	☐
2C	Establishing and maintaining library procedures	☐	☐	☐	☐
2D	Managing student behavior	☐	☐	☐	☐
2E	Organizing physical space to enable smooth flow	☐	☐	☐	☐
	Overall Rating for Domain 2	☐	☐	☐	☐
	Domain 3: Delivery of Service	**U**	**B**	**P**	**E**
3A	Maintaining and extending the library collection in accordance with the school's needs and within budget limitations (*Required*)	☐	☐	☐	☐
3B	Collaborating with teachers in the design of instructional units and lessons (*Required*)	☐	☐	☐	☐
3C	Engaging students in enjoying literature and in learning information skills (*Required*)	☐	☐	☐	☐
3D	Assisting students and teachers in the use of technology in the library/media center	☐	☐	☐	☐
3E	Demonstrating flexibility and responsiveness	☐	☐	☐	☐
	Overall Rating for Domain 3	☐	☐	☐	☐
	Domain 4: Professional Responsibilities	**U**	**B**	**P**	**E**
4A	Reflecting on practice	☐	☐	☐	☐
4B	Preparing and submitting reports and budgets	☐	☐	☐	☐
4C	Communicating with the larger community (*Required*)	☐	☐	☐	☐
4D	Participating in a professional community (*Required*)	☐	☐	☐	☐
4E	Engaging in professional development	☐	☐	☐	☐
4F	Showing professionalism	☐	☐	☐	☐
	Overall Rating for Domain 4	☐	☐	☐	☐
	Final Summative Rating of Professional Practice	**U**	**B**	**P**	**E**
	Final Summative Rating	☐	☐	☐	☐

Comments/Goals:

If there is a disagreement, comments by employee are encouraged. (Attach separate pages as necessary)

Signatures: Employee's signature acknowledges receipt of the evaluation.

Employee Signature		Date:	☐ Concur with evaluation	☐ Disagree with evaluation
Evaluator Signature		Date:	☐ I recommend continued employment of this teacher	☐ I do not recommend continued employment of this teacher

1st Copy: Personnel File 2nd Copy: Evaluator 3rd Copy: Staff Member