

CERTIFIED EMPLOYEE ANNUAL EVALUATION COVER SHEET

Name \_\_\_\_\_ Position **MEDIA SPECIALIST** Employee # \_\_\_\_\_

Subject/Course \_\_\_\_\_ School/Dept. \_\_\_\_\_ School Year \_\_\_\_\_

Comments of the Evaluator \_\_\_\_\_

Comments of the Evaluatee \_\_\_\_\_

Information from parents was collected and analyzed in the preparation of this report.  Yes  No

This Evaluation has been discussed with me.  Yes  No

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluatee

\_\_\_\_\_  
Date

**Signature does not necessarily indicate agreement with this Evaluation.**

OVERALL RATING: H E N U

Media Specialist Evaluation Form – Rev. 2015-16

Required signatures: Evaluator and Evaluatee

Provide a copy to the Evaluatee and forward the original to Human Resources.

## Media Specialist Summative Evaluation Score Sheet

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| <b>Name:</b>      |  | <b>Employee ID#:</b> |  |
| <b>Position:</b>  |  | <b>Assignment:</b>   |  |
| <b>Evaluator:</b> |  | <b>Date:</b>         |  |

**Scoring Key:**

HE (Highly Effective) = 4

E (Effective) = 3

NI/D (Needs Imp.  
Developing) = 2

U (Unsatisfactory) = 1

| Domain A: Planning & Preparation   | Rating Scores            |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | HE                       | E                        | NI/D                     | U                        |
| A-a. Demonstrates knowledge of literature and current trends in library/media practice and information. [FEAPs (a)1.a.; (a)3.e.]             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| A-b. Demonstrates knowledge of the school's program and student information needs within that program.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| A-c. Establishes goals for the library/media program appropriate to the setting and the students served.                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| A-d. Demonstrates knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| A-e. Plans the library/media program and integrates with the overall school program.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A-f. Develops a plan to evaluate the library/media program.  |                          |                          |                          |                          |
| TOTAL (Add the practice rating scores in Domain A ÷ 6, then multiply by 10 = <input style="width: 50px;" type="text"/> )                     |                          |                          |                          |                          |
| <i>Domain A Section Comments:</i>  |                          |                          |                          |                          |

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| Domain B: The Environment  | Rating Scores            |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | HE                       | E                        | NI/D                     | U                        |
| B-a. Creates an environment of respect and rapport.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| B-b. Establishes a culture for investigation and love of literature  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| B-c. Establishes and maintains library procedures.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| B-d. Manages student behavior.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| B-5. Organizes physical space to enable smooth flow.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| TOTAL (Add the practice rating scores in Domain B ÷ 5, then multiply by 15 = <input style="width: 50px;" type="text"/> ) |                          |                          |                          |                          |
| <i>Domain B Section Comments:</i>  |                          |                          |                          |                          |

| Domain C: Delivery of Service  | Rating Scores            |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | HE                       | E                        | NI/D                     | U                        |
| C-a. Maintains and extends the library collection in accordance with the school's needs and within budget limitations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| C-b. Collaborates with teachers in the design of instructional units and lessons.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| C-c. Engages students in enjoying literature and in learning information skills.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |

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|  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| C-d. Assists students and teachers in the use of technology in the library/media center.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| C-e. Demonstrates flexibility and responsiveness.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| TOTAL (Add the practice rating scores in Domain C ÷ 5, then multiply by 15 = <input style="width: 50px;" type="text"/> ) |                          |                          |                          |                          |
| <i>Domain C Section Comments:</i>  |                          |                          |                          |                          |

| Domain D: Professional Responsibilities  | Rating Scores            |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | HE                       | E                        | NI/D                     | U                        |
| D-a. Reflects on practice.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| D-b. Prepares and submits reports and budgets.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| D-c. Communicates with the larger community.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| D-d. Participates in a professional community.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| D-e. Engages in professional development   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| D-f. Shows professionalism.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Evidence:</i>   |                          |                          |                          |                          |
| TOTAL (Add the practice rating scores in Domain D ÷ 6, then multiply by 10 = <input style="width: 50px;" type="text"/> ) |                          |                          |                          |                          |
| <i>Domain D Section Comments:</i>  |                          |                          |                          |                          |

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## Media Specialist Evaluation Total Score

| <b>Scoring Key - HE= 4, E=3, NI/D = 2, U = 1</b> |   |
|--|---|
| <b>Domain A Score</b>                            |   |
| <b>Domain B Score</b>                            |   |
| <b>Domain C Score</b>                            |   |
| <b>Domain D Score</b>                            |   |
| <b>SUB TOTAL</b>                                 |   |
| 175–200  | <i>Highly Effective [HE]</i>              |
| 125–174  | <i>Effective [E]</i>                      |
| 75–124   | <i>Need Improvement/Developing [NI/D]</i> |
| < 75   | <i>Unsatisfactory [U]</i>                 |
| <b>Scoring Key</b>                               | <b>HE= 4, E=3, NI/D = 2, U = 1</b>        |
| <b>EVALUATION RUBRIC SCORE (57%)</b>             |   |
| <b>OPTIONAL: DELIBERATE PRACTICE (10%)</b>       |   |
| <b>STUDENT GROWTH &amp; ACHIEVEMENT (33%)</b>    |   |
| <b>OVERALL EVALUATION</b>                        |   |

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**OVERALL SCORING for the EVALUATION RUBRIC: [INCLUDE FINAL SCORE ON COVER PAGE]**

*Highly Effective*     
 *Effective*     
 *Needs Imp. Developing*     
 *Unsatisfactory*

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| OVERALL EVALUATION | Performance Level Rating           |
|--------------------|------------------------------------|
| 3.5 - 4.00         | <i>Highly Effective</i>            |
| 2.5 - 3.4          | <i>Effective</i>                   |
| 1.5 - 2.4          | <i>Need Improvement/Developing</i> |
| < 1.5              | <i>Unsatisfactory</i>              |
|                    |                                    |

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