

Jerome School District Library/Media Specialist Evaluation Form

Media Specialist:
 School:

Grade Level/Subject:
 Evaluator:

Date:

Dates of Observations/contacts:

Domain 1: Planning and Preparation				
	U	B	P	D
1a. Demonstrating Knowledge of Literature and Current Trends in Library/Media Practice and Information Technology				
	U	B	P	D
1b. Demonstrating Knowledge of School's Program and Student Information needs within that Program				
	U	B	P	D
1c. Establishing Goals for the Library/Media Program appropriate to the Setting and the Students Served				
	U	B	P	D
1d. Demonstrating Knowledge of Resources, both within and beyond the School and District, and Access to such Resources as Interlibrary Loan				
	U	B	P	D
1e. Planning the Library/Media Program, Integrated with the overall School Program				
	U	B	P	D
1f. Developing a Plan to Evaluate the Library/Media Program				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 2: The Environment				
	U	B	P	D
2a. Creating an Environment of Respect and Rapport				
	U	B	P	D
2b. Establishing a Culture for Investigation and Love of Literature				
	U	B	P	D
2c. Establishing and Maintaining Library Procedures				
	U	B	P	D
2d. Managing Student Behavior				
	U	B	P	D
2e. Organizing Physical Space to Enable Smooth Flow				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 3: Delivery of Service				
	U	B	P	D
3a. Maintaining and Extending the Library Collection in Accordance with the School's Needs and within Budget Limitations				
	U	B	P	D
3b: Collaboration with Teachers in the Design of Instructional Units and Lessons				
	U	B	P	D
3c. Engaging Students in Enjoying Literature and in Learning Information Skills				
	U	B	P	D
3d. Assisting Students and Teachers in the use of Technology in the Library/Media Center				
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	U	B	P	D
3e: Demonstrating Flexibility and Responsiveness				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 4: Professional Responsibilities				
	U	B	P	D
4a. Reflecting on Practice				
	U	B	P	D
4b: Preparing and Submitting Reports and Budgets				
	U	B	P	D
4c: Communicating with the Larger Community				
	U	B	P	D
4d: Participating in a Professional Community				
	U	B	P	D
4e. Engaging in Professional Development				
	U	B	P	D
4f: Showing Professionalism				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Signature indicates knowledge of observation and evaluation prior to parental input component.

Employee Signature _____ Date _____

My signature does not necessarily indicate my agreement with this observation. As per district policy the employee has 21 days to attach a rebuttal.

Administrator Signature _____ Date _____

Policy History:

Adopted on: 12/15/2015

Revised on: