

PULASKI COUNTY SPECIAL SCHOOL DISTRICT
9.16 An Appraisal of Library Media Specialist Performance

Name _____ SCHOOL _____ DATE _____

Number of Years in PCSSD _____ Years as Library Media Specialist in PCSSD _____

Signature of Evaluator

Date

	Meets and/or Exceeds Standards *1	Area of Concern *2	Unsatisfactory *2
--	-----------------------------------	--------------------	-------------------

1.00 PERSONAL QUALITIES

1.01 ATTITUDE, APPEARANCE, ACTIONS: exhibits positive, professional attitude and actions; regular attendance; punctuality.			
1.02 WORKING RELATIONSHIPS: displays flexibility/adaptability; responds positively to staff opinions, suggestions.			
1.03 STUDENT, COMMUNITY RELATIONSHIPS: responds positively to students, parents; cooperates to share resources.			
1.04 COMMUNICATION/PUBLIC RELATIONS: communicates effectively; promotes awareness, use of library media resources through public relations activities.			

SUMMARY STATEMENT 1.00 (attach additional statement if needed)

2.00 LEADERSHIP AND PROFESSIONALISM

2.01 CURRICULUM LEADERSHIP: assumes active role in teaching and learning; communicates with teachers and principal to promote LMC instructional role.			
2.02 KNOWLEDGE OF CURRENT TRENDS: develops and shares current knowledge of instructional resources; technology and techniques; current library media standards.			
2.03 PROFESSIONAL COMPETENCIES: continuously updates, expands knowledge and skills			

SUMMARY STATEMENT 2.00 (attach additional statement if needed)

9.16 An Appraisal of Library Media Specialist Performance

3.00 TEACHING AND LEARNING INVOLVEMENT

3.01	KNOWLEDGE OF CURRICULUM: reviews textbooks, communicates with classroom teachers to increase awareness of instructional program.			
3.02	RESPONSE TO TEACHING/LEARNING NEEDS: provides ready access to library media resources and services; assists students and teachers in effective use of LM resources.			
3.03	INSTRUCTIONAL SKILLS: plans, implements and effectively integrates library media skills instruction with the curriculum.			
3.04	PROMOTION OF INSTRUCTIONAL INVOLVEMENT: provides atmosphere, makes contacts, presents inservice, plans activities to promote LMC use by students and teachers.			
3.05	INSTRUCTIONAL UNIT DEVELOPMENT: participates with classroom teachers in planning, implementing, evaluating curriculum units.			

SUMMARY STATEMENT 3.00 (attach additional statement if needed)

4.00 MAMAGEMENT SKILLS

4.01	PLANNING AND EVALUATION: involves other staff in evaluation and planning of library media program improvements; sets goals; follows action plans effectively.			
4.02	RESOURCE SELECTION, ORGANIZATION, MANAGEMENT: follows Board adopted materials selection procedures; develops procedures to ensure access to LMC resources; follows established procedures for budgeting, acquisition, organization and reporting.			

SUMMARY STATEMENT 4.00 (attach additional statement if needed)

DESEGREGATION – Degree which desegregation efforts are supported, implemented and monitored.			
---	--	--	--

Goals for improvement have been established _____ YES _____ NO (See attached form 9.13)

This evaluation has been discussed with me _____ YES _____ NO

Evaluatee _____

Date _____ Position of Evaluator _____

Evaluator _____

- *1. Self-improvement goal(s) for library media specialist marked satisfactory or above in all categories will be established jointly by the evaluatee and evaluator and become a part of the continuing evaluation (Form 9.13).
- *2. A narrative must accompany any checks in these categories. The evaluator must make suggestions for improvement and work with the Evaluatee to establish goal(s) (Form 9.13). The goals shall be established during the follow-up conference. Periodic observations should be made and assistance provided prior to the next evaluation.

