

# Media Specialist Evaluation

## Ardmore City Schools

2011-2012

Name:	
Assignment:	
Building:	
Date:	

**Directions:** Circle the statement under each category that most accurately describes the individual being evaluated based on the following:

- |                                 |                             |
|---------------------------------|-----------------------------|
| <b>4. Exceeds Expectations</b>  | <b>2. Needs Improvement</b> |
| <b>3. Standard Expectations</b> | <b>1. Unsatisfactory</b>    |

*Ratings of 2 and 4 require comments and a rating of 1 requires a plan of improvement*

<b>I. Services to Students and Staff</b>	4	3	2	1	Comments
A Plans and implements a program of information skills and reading guidance in cooperation with teachers.					
B Provides group and individual instruction and user guidance in locating, evaluating, and using resources and equipment.					
C Evaluates and selects print and non-print materials which reflect the priorities of the instructional program.					
D Maintains and organizes both print and non-print media.					
E Plans with teachers to design and implement instructional units that effectively utilize available resources and equipment.					
F Evaluates the media center program regularly, establishes goals, and plans budget for improvements.					

<b>II. Management</b>	4	3	2	1	Comments
A <b>Preparation:</b> Makes plans relative to short-term and long-term objectives.					
B <b>Routine:</b> Uses minimum class time for non-instructional routines thus maximizing time on task.					
C <b>Discipline:</b> Clearly defines expected behavior (encourages positive behavior and controls negative behavior).					
D <b>Learning Environment:</b> Establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.					
E <b>Supervision:</b> Requires proper use and care of media resources.					

<b>III. Instruction</b>	4	3	2	1	Comments
A <b>Establishes Objectives:</b> Establishes and communicates objectives that provide for individual student differences.					
B <b>Stresses Sequence:</b> Shows how the present topic is related to those topics that have been taught or that will be taught.					
C <b>Relates Objectives:</b> Uses signaled responses, questioning techniques, and/or guides practice to involve all students.					
D <b>Involves All Learners:</b> Uses signaled responses, questioning techniques and/or guides practices to involve all students.					
E <b>Explains Content:</b> Teaches the objectives through a variety of methods and available materials.					
F <b>Explains Directions:</b> Gives directions that are clearly stated and related to the learning objectives.					
G <b>Models:</b> Demonstrates the desired skills.					
H <b>Monitors:</b> Checks to determine if students are progressing toward state objectives.					

	4	3	2	1	Comments
I <b>Adjusts Based on Monitoring:</b> Changes instruction based on the results of monitoring.					
J <b>Guides Practices:</b> Requires students to practice newly learned skills while under the direct supervision of the media specialist.					
K <b>Provides for Independent Practice:</b> Requires students to practice newly learned skills without the direct supervision of the media specialist.					
L <b>Establishes Closure:</b> Summarizes and fits into context that has been discussed.					

IV. Student Achievement	4	3	2	1	Comments
A Students demonstrate mastery of the stated objectives.					

V. Professional Responsibilities	4	3	2	1	Comments
A Supports school rules, regulations, and policies.					
B Maintains and improves professional competence through staff development activities.					
C Demonstrates dependability and punctuality in carrying out duties and responsibilities of the position.					
D Approaches his/her job and related task in a positive manner.					
E Dresses appropriately to school setting.					
F Maintains and inventories non-print materials and equipment.					

VI. Interpersonal Relationships	4	3	2	1	Comments
A Maintains friendly, cooperative, and harmonious relations with staff and parents.					
B Treats students with appropriate respect.					
C Communicates appropriately with parents regarding students.					
D Demonstrates professional respect.					

- VII.**
- Check if media specialist is being recommended for continued employment.
- Check if media specialist is being admonished for reasons that could lead to dismissal or non-reemployment.
- Check if media specialist is recommended for non-reemployment.

**VIII. EVALUATOR'S COMMENTS**

**IX. MEDIA SPECIALIST'S COMMENTS**

- X.** This evaluation is based on \_\_\_ classroom visits, \_\_\_ principal/teacher conferences and personal knowledge collected by the evaluator. Of these visits, \_\_\_ classroom observation forms are on file in the principal's office.
- XI.** I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature & Title of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_