APPENDIX W

Gadsden’s Media Specialist Evaluation Tool

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| **School:** |  | **School Year:** |  |
| **Media Specialist:** |  | **Grade Level:** |  |
| **Principal:** |  | **Date:** |  |

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| **Domain 1: Student Achievement**  **3 Proficiency Areas - 12 Indicators**  **20% Contribution** | **Highly**  **Effective** | **Effective** | **Developing/Needs Improvement** | **Unsatisfactory** |
| **Proficiency Area 1 – Planning/Preparation** |  |  |  |  |
| Indicator 1.1 - Development of short and long range goals and objectives |  |  |  |  |
| Indicator 1.2 - Plan with teachers and instructional leaders |  |  |  |  |
| Indicator 1.3 - Develop schedules and organize resources |  |  |  |  |
| Indicator 1.4 - Review and support the School Improvement Plan |  |  |  |  |
| **Proficiency Area 2 – Intervention/Direct Services** |  |  |  |  |
| Indicator 2.1 – Teach library media skills |  |  |  |  |
| Indicator 2.2 – Provide instruction on the use of media resources, services, and equipment |  |  |  |  |
| Indicator 2.3 – Provide reference assistance |  |  |  |  |
| Indicator 2.4 – Enhance the application of critical, creative, and evaluative thinking capabilities |  |  |  |  |
| Indicator 2.5 – Apply principles of learning and effective teaching |  |  |  |  |
| Indicator 2.6 - Recognize overt indicators of student distress or abuse |  |  |  |  |
| **Proficiency Area 3 – Student Growth/Achievement** |  |  |  |  |
| Indicator 3.1 - Conduct effective media services program |  |  |  |  |
| Indicator 3.2 - Provide appropriate educational opportunities |  |  |  |  |
| **Domain 2: Instructional Support**  **2 Proficiency Areas – 7 Indicators**  **40% Contribution** | **Highly**  **Effective** | **Effective** | **Developing/Needs Improvement** | **Unsatisfactory** |
| **Proficiency Area 4 – Collaboration** |  |  |  |  |
| Indicator 4.1 – Collaborate with teachers |  |  |  |  |
| Indicator 4.2 – Participate in curriculum planning and development |  |  |  |  |
| Indicator 4.3 – Implement an effective public relations program |  |  |  |  |
| Indicator 4.4 - Develop relationships with other library, education, and information agencies |  |  |  |  |
| **Proficiency Area 5 – Staff Development** |  |  |  |  |
| Indicator 5.1 - Establish a collection of current professional resources |  |  |  |  |
| Indicator 5.2 - Train faculty in use of media resources |  |  |  |  |
| Indicator 5.3 - Update professional skills and knowledge |  |  |  |  |
| **Domain 3: Organizational Leadership**  **2 Proficiency Areas – 10 Indicators**  **20% Contribution** | **Highly**  **Effective** | **Effective** | **Developing/Needs Improvement** | **Unsatisfactory** |
| **Proficiency Area 6 – Administrative/Management** |  |  |  |  |
| Indicator 6.1 - Develop and implement policies and procedures |  |  |  |  |
| Indicator 6.2 - Administer the media center budget |  |  |  |  |
| Indicator 6.3 - Maintain complete and accurate records |  |  |  |  |
| Indicator 6.4 - Assign, instruct, and supervise support staff |  |  |  |  |
| Indicator 6.5 - Coordinate the acquisition of media resources |  |  |  |  |
| Indicator 6.6 - Provide for use of current technologies |  |  |  |  |
| Indicator 6.7 - Facilitate the use and maintenance of media center materials and equipment |  |  |  |  |
| **Proficiency Area 7 – Assessment/Evaluation** |  |  |  |  |
| Indicator 7.1 - Solicit ongoing feedback |  |  |  |  |
| Indicator 7.2 - Establish a system of records for evaluating media materials and equipment |  |  |  |  |
| Indicator 7.3 - Assist with testing responsibilities |  |  |  |  |
| **Domain 4: Professional and Ethical Behaviors**  **1 Proficiency Area – 6 Indicators**  **20% Contribution** | **Highly**  **Effective** | **Effective** | **Developing/Needs Improvement** | **Unsatisfactory** |
| **Proficiency Area 8 – Professional Responsibilities** |  |  |  |  |
| Indicator 8.1 - Model and Maintain High Professional Standards |  |  |  |  |
| Indicator 8.2 - Complete required reports |  |  |  |  |
| Indicator 8.3 - Set high standards and expectations |  |  |  |  |
| Indicator 8.4 - Support school improvement initiatives, services and programs |  |  |  |  |
| Indicator 8.5 - Contribute to the overall mission of the school |  |  |  |  |
| Indicator 8.6 - Perform duties as assigned |  |  |  |  |

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| **Evaluator’s Comments/Reflections:** |

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| **Non Classroom Personnel Comments/Reflections:** |

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| **Performance Levels** |  |  | **Highly Effective** |  | **Effective** |  | **Needs Improvement/** |  | **Unsatisfactory** |

**Development**

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| **Non Classroom Personnel Signature:** |  |  | **Date:** |  |
| **Evaluator’s Signature:** |  |  | **Date:** |  |