

APPENDIX W

Gadsden's Media Specialist Evaluation Tool

School: _____	School Year: _____
Media Specialist: _____	Grade Level: _____
Principal: _____	Date: _____

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				

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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				

Evaluator's Comments/Reflections:

Non Classroom Personnel Comments/Reflections:

Performance Levels
 Highly Effective
 Effective
 Needs Improvement/Development
 Unsatisfactory

Non Classroom Personnel Signature: _____ **Date:** _____
Evaluator's Signature: _____ **Date:** _____