

SCHOOL DISTRICT OF GADSDEN COUNTY

MEDIA SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Identify, select, or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
2. Plan with teachers and instructional leaders for the integration of media / information skills into the school program.
3. Develop schedules and organize resources to allow easy access to information and services.
4. Review the School Improvement Plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

Source Code (circle choices)

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|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

MEDIA SPECIALIST (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- 6. Administer the media center budget based on program goals and objectives.
- 7. Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- 8. Assign, instruct, and supervise support staff and volunteers.
- 9. Coordinate the selection and acquisition process for media resources and equipment.
- 10. Provide for use of current technologies.
- 11. Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.

Source Code (circle choices)

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3. ASSESSMENT / EVALUATION

Category Definitions

- 12. Solicit ongoing feedback from members of the school staff regarding the availability, use, and impact of media materials.
- 13. Establish a system of records which will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
- 14. Assist with responsibilities for the school testing program.

Source Code (circle choices)

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MEDIA SPECIALIST (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 15. Teach library media skills in collaboration with teachers to support classroom instruction.
- 16. Instruct staff and students in the use of resources, services, and equipment.
- 17. Provide reference assistance.
- 18. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities.
- 19. Use appropriate materials, technology, and resources to help meet the learning needs of all students.
- 20. apply principles of learning and effective teaching in instructional delivery.
- 21. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 22. Collaborate with teachers to support instructional goals and objectives.
- 23. Participate in overall school curriculum planning and development.
- 24. Implement an effective public relations program to promote media resources and programs.
- 25. Maintain contact with other library, education, and information agencies.

Source Code (circle choices)

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MEDIA SPECIALIST (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 26. Establish, maintain, and promote a collection of current professional resources for administrators and teachers.
- 27. Train faculty in the use of media resources, equipment, and technology.
- 28. Update professional skills and knowledge and keep abreast of recent developments in education, technology, and media.
- 29. Conduct a staff assessment periodically to determine professional growth needs.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 30. Model and maintain high standards of professional conduct.
- 31. Complete all required reports and maintain all appropriate records.
- 32. Set high standards and expectations for self, others, and school.
- 33. Support and participate in school improvement initiatives, services, and programs.
- 34. Contribute to the overall mission of the school by supporting school committees, programs, and services.
- 35. Perform other duties as assigned.

Source Code (circle choices)

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MEDIA SPECIALIST (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 36. Conduct a media services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area, and / or student program classification.
- 37. Provide appropriate educational opportunities to students for meeting their unique needs, talents, interests, and abilities.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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