Media Specialists Short Performance Evaluation Form

Name:		Employee ID#:
Position:	Assignment:	
Evaluator:		Date:

Scoring Key:

HE (*Highly Effective*) = 4   **E** (*Effective*) = 3   **NI/D** (*Needs Imp. Developing*) **= 2**   **U** (*Unsatisfactory*) **=** 1

Domain A: Planning & Preparation	Rating Scores			
	HE	E	NI/D	U
A-a. Demonstrates knowledge of literature and current trends in library/media practice and information. [FEAPs (a)1.a.; (a)3.e.]	☐	☐	☐	☐
Evidence:				
A-b. Demonstrates knowledge of the school's program and student information needs within that program.	☐	☐	☐	☐
Evidence:				
A-c. Establishes goals for the library/media program appropriate to the setting and the students served.	☐	☐	☐	☐
Evidence:				
A-d. Demonstrates knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan.	☐	☐	☐	☐
Evidence:				
A-e. Plans the library/media program and integrates with the overall school program.	☐	☐	☐	☐
A-f. Develops a plan to evaluate the library/media program.				
TOTAL (Add the practice rating scores in Domain A ÷ 6, then multiply by 10 =				
Domain A Section Comments:				

Domain B: The Environment	Rating Scores			
	HE	E	NI/D	U
B-a. Creates an environment of respect and rapport.	☐	☐	☐	☐
Evidence:				
B-b. Establishes a culture for investigation and love of interature	☐	☐	☐	☐
Evidence:				
B-c. Establishes and maintains library procedures.	☐	☐	☐	☐
Evidence:				
B-d. Manages student behavior.	☐	☐	☐	☐
Evidence:				
B-5. Organizes physical space to enable smooth flow.	☐	☐	☐	☐
Evidence:				
TOTAL (Add the practice rating scores in Domain B ÷ 5, then multiply by 15 =				
Domain B Section Comments:				

Domain C: Delivery of Service	Rating Scores			
	HE	**E**	**NI/D**	**U**
C-a. Maintains and extends the library collection in accordance with the school's needs and within budget limitations.	☐	☐	☐	☐
Evidence:				
C-b. Collaborates with teachers in the design of instructional units and lessons.	☐	☐	☐	☐
Evidence:				
C-c. Engages students in enjoying literature and in learning information skills.	☐	☐	☐	☐
Evidence:				
C-d. Assists students and teachers in the use of technology in the library/media center.	☐	☐	☐	☐
Evidence:				
C-e. Demonstrates flexibility and responsiveness.	☐	☐	☐	☐
Evidence:				
TOTAL (Add the practice rating scores in Domain C ÷ 5, then multiply by 15 =				
Domain C Section Comments:				

Domain D: Professional Responsibilities	Rating Scores			
	HE	**E**	**NI/D**	**U**
D-a. Reflects on practice.	☐	☐	☐	☐
Evidence:				
D-b. Prepares and submits reports and budgets.	☐	☐	☐	☐
Evidence:				
D-c. Communicates with the larger community.	☐	☐	☐	☐
Evidence:				
D-d. Participates in a professional community.	☐	☐	☐	☐
Evidence:				
D-e. Engages in professional development	☐	☐	☐	☐
Evidence:				
D-f: Shows professionalism.	☐	☐	☐	☐
TOTAL (Add the practice rating scores in Domain D ÷ 6, then multiply by 10 =				
Domain D Section Comments:				

Evaluation Rubric Total Score

Scoring Key - HE= 4, E=3, NI/D = 2, U = 1	
Domain A Score	
Domain B Score	
Domain C Score	
Domain D Score	
SUB TOTAL	

175–200	*Highly Effective [HE]*
125–174	*Effective [E]*
75–124	*Need Improvement/Developing [NI/D]*
< 75	*Unsatisfactory [U]*

Scoring Key	HE= 4, E=3, NI/D = 2, U = 1
EVALUATION RUBRIC SCORE (50%)	
OPTIONAL: DELIBERATE PRACTICE (10%)	
STUDENT GROWTH & ACHIEVEMENT (50%)	
OVERALL EVALUATION	

OVERALL SCORING for the *EVALUATION RUBRIC: [INCLUDE FINAL SCORE ON COVER PAGE]*

☐ *Highly Effective*   ☐ *Effective*   ☐ *Needs Imp. Developing*   ☐ *Unsatisfactory*

OVERALL EVALUATION	Performance Level Rating
3.5 – 4.00	*Highly Effective*
2.5 – 3.4	*Effective*
1.5 - 2.4	*Need Improvement/Developing*
< 1.5	*Unsatisfactory*