

**LAS CRUCES PUBLIC SCHOOLS  
LIBRARY INSTRUCTIONAL ASSISTANT EVALUATION**

Name \_\_\_\_\_

SS# \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

INSTRUCTIONS: The evaluator is to rate the library instructional assistant on the scale as indicated below.

**S=Satisfactory**

**U=Unsatisfactory**

**N/O = Not Observed**

**Note: All items marked unsatisfactory require a growth plan.**

The evaluator is encouraged to add pertinent comments at the end of each major section

The library instructional assistant is provided an opportunity to respond to the evaluator's ratings and comments.

The evaluator and library instructional assistant must discuss the results of the evaluation.

The library instructional assistant and the evaluator must sign this instrument in the assigned spaces.

It is the intent of this evaluation instrument to provide an appraisal of the library instructional assistant and is to be used in the spirit of positive, constructive growth.

**INSTRUCTIONAL FUNCTION**

	<b>S</b>	<b>U</b>	<b>N/O</b>
1. Plans well-organized classes according to the library skills guide and curriculum.			
2. Exhibits positive behavior towards children.			
3. Provides opportunities for students to practice using the library either during scheduled class time or during unscheduled times.			
4. Incorporates reading, storytelling and other methods to encourage students to read a variety of literature.			
5. Assists students in utilizing the reference materials located in the library.			
6. Maintains an attractive environment in the library.			

Comments:

**TECHNICAL FUNCTION:**

	<b>S</b>	<b>U</b>	<b>N/O</b>
1. Submits orders for new books and AV materials in a timely and organized manner.			
2. Maintains current inventory statistics, i.e. circulation statistics, magazine records.			
3. Conducts and completes inventory after close of each school year.			
4. Operates a check-out system convenient to users.			
5. Maintains bookshelves and AV storage for efficient use.			

Comments:

**INTERACTION WITH FACULTY:**

**S      U      N/O**

1. Assists teachers in locating requested materials.			
2. Prepares lists of new materials of interest to teachers.			
3. Assists teachers in utilizing the ESC AV-index/catalog and understanding the materials and services available at ESC.			
4. Makes suggestions regarding library materials available for specific teaching units.			
5. Exhibits a cooperative and helpful manner when working with school personnel.			

Comments:

Evaluator's Summary Comments:

Library Instructional Assistant's Response to Evaluation:

Signature indicates that the written evaluation has been seen and discussed. It does not necessarily indicate agreement with the evaluation.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Library Instructional Assistant's Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
ESC Director's Signature