

Lincoln Elementary School
Summative Evaluation for Media Specialist

Name: _____ School: _____ School Year _____

Evaluator: _____ Department/Grade: _____

Each standard listed shall be rated numerically (1,2,3,4,5). The overall summative rating for each media specialist will be based on the total numerical rating. Standards scored at a one or two shall have a narrative explanation. Excellent rating will score 52 -60. Satisfactory rating will score 31-51, Unsatisfactory rating will score 30 and below.

Instructional Process-Planning and Methods

Rating

Orients students to the library/media center and provides instruction as needed and appropriate. _____

Provides leadership in the instructional program. _____

Comments: _____

Media Center Management

Organizes and supervises library facilities and materials for maximum usage by students and staff. _____

Organizes and supervises so that the library/media center functions smoothly and efficiently. _____

Comments: _____

Interpersonal Relationships-Communication

Demonstrates positive interpersonal relations with students. _____

Demonstrates positive interpersonal relations with educational staff. _____

Demonstrates positive interpersonal relations with parents/guardians. _____

Develops and maintains a liaison with local, regional, and state library systems and establishes a meaningful awareness program

for the utilization of these systems by staff and students. _____

Comments: _____

Professional Responsibilities

Participates in professional growth activities. _____

Follows the policies and procedures of the school district. _____

Assumes responsibilities outside of the classroom as they relate to the school. _____

Demonstrates a sense of professional responsibility. _____

Comments: _____

Summative Performance Rating _____

Date of Pre-conference _____

Date of Post Conference _____

Observation Information:

Date of Observation _____ Length of Observation _____

Date of Observation _____ Length of Observation _____

Evaluator's signature _____ Date _____

Certified employee signature _____ Date _____

*(Signatures simply indicate that materials on this page and the attached supporting details have been discussed.)
Certified employee may attach comments to the summative evaluation.*