

Media Specialist Evaluation Instrument

(Revised June, 2002)

In response to numerous requests from school library media specialists across the state of Georgia, the attendees of the 2001 and 2002 DOE/GLMA Leadership Institute prepared this instrument as a means of fair and equitable evaluation.

Please note: **Sample Indicators** listed with each “Essential Duty” are examples of how a media specialist **may** carry out that specific duty. Sample Indicators are not required.

Key:

EX=Exemplary

S=Satisfactory

NI= Needs Improvement

U=Unsatisfactory

ROLE: TEACHING AND LEARNING

1. Plans and works collaboratively with classroom teachers to integrate literature, resources, and information literacy skills into the curriculum.

Sample Indicators:

- A. Utilizes appropriate record of instructional planning with classroom teachers
- B. Promotes literature and reading
- C. Assists with instruction and evaluation of cooperatively planned units
- D. Assists teachers in the selection and utilization of appropriate resources
- E. Recommends strategies for the integration of resources and technology into instruction

EX	S	NI	U
Comments:			

ROLE: TEACHING AND LEARNING

2. Promotes literature, reading and intellectual freedom through a variety of activities

Sample Indicators:

- A. Schedules events and activities to promote reading
- B. Provides reader advisory services (examples – recommendations, composing bibliographies and databases)
- C. Creates displays and/or multimedia to promote reading

EX	S	NI	U
Comments:			

ROLE: TEACHING AND LEARNING

- 3. Develops and provides instructional opportunities with information technologies for staff and students.

Sample Indicators:

- A. Assists students and staff in the access and utilization of resources and new technologies
- B. Provides orientation for new students and staff as needed
- C. Promotes awareness of outside resources such as public and college libraries, online services and community resources
- D. Disseminates information regarding educational television programming, distance learning opportunities, and other electronic resources

EX	S	NI	U
Comments:			

ROLE: TEACHING AND LEARNING

- 4. Collaborates with teachers and students in production of instructional projects and resources.

Sample Indicators:

- A. Assists student and staff with production activities
- B. Provides instruction in production techniques using a variety of formats

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

- 5 Provides instructional leadership and plans for the use of library media/technology resources and needs as a member of the school technology committee.

Sample Indicators:

- A. Assists in identifying resources that support the curriculum
- B. Assists in identifying resources needed for information literacy skills development

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

6. Leads the media committee in the development, evaluation, and revision of the media plan, policies, procedures and services of the media program and media center.

Sample Indicators:

- A. Sets short and long term goals for the media services program
- B. Seeks input from and informs students, staff and community about the School Library Media Center, its resources, services, program and activities
- C. Maintains and uses statistical reports for instructional and budgetary planning
- D. Coordinates the procedure for challenged materials
- E. Disseminates current information about copyright law to staff and students as appropriate

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

7. Seeks opportunities to increase professional skills as a media specialist and as a professional educator.

Sample Indicators:

- A. Participates in local workshops and/or opportunities provided by professional Library Media organizations and/or educational associations such as GLMA, GAIT, ALA, AASL, AECT, GAETC, COMO
- B. Reads professional journals in order to increase awareness of current educational issues

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

8. Administers and maintains a center and program that fosters a positive learning environment while maintaining a flexible schedule as mandated by Georgia state codes.

Sample Indicators:

- A. Maintains an attractive, student-centered media center
- B. Is aware of instructional and curricular needs of students
- C. Insures accessibility to the media center and its materials for students and makes provisions for those with special needs

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

9. Ensures effective organization and accessibility of the center and resources

Sample Indicators:

- A. Maintains the media center database in a manner that promotes effective identification and location of materials
- B. Catalogs and processes resources purchased for circulation
- C. Promotes appropriate use of online resources
- D. Facilitates distance learning resources by managing satellite and cable reception
- E. Inspects, maintains and weeds media center resources

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

10. Selects and orders resources consistent with system policies and school curricular needs

Sample Indicators:

- A. Analyzes the media center collection based on curriculum and instructional needs
- B. Seeks input for collection development and uses appropriate selection tools
- C. Maintains a consideration file for future purchases
- D. Monitors the media center budget
- E. Provides assistance with software and hardware evaluation and acquisition
- F. Ensures timely submission of completed media center purchase orders

EX	S	NI	U
Comments:			

ROLE: PROGRAM ADMINISTRATION

11. Provides leadership and supervision for media center staff

Sample Indicators:

- A. Assists with interviews and evaluations
- B. Ensures proper training
- C. Provides ongoing supervision and guidance

EX	S	NI	U
Comments:			