

LIBRARIAN PROFESSIONAL EVALUATION

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

Observation Summary

Summative Annual Appraisal

Domain I: Curriculum Integration

Comments: _____

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Works with teachers to implement meaningful, timely instruction for students, individually and/or in groups.					
2. Collaborates with other faculty and administration to improve student performance on the campus.					
3. Offers education, training, and guidance to students and staff in the use of technology and information resources.					
4. Teaches information skills primarily within curriculum context.					
Subtotal					TOTAL

Strengths: _____ **Areas to Address:** _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

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Domain II: Resources

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)
1. Offers a balanced collection to support the curriculum and its users' needs.				
2. Offers a multicultural collection that reflects a diverse community.				
3. Offers a balance of print, multimedia, and electronic resources based on district-adopted, board-approved selection policies.				
4. Strives to maintain a current collection that reflects up-to-date information.				
Subtotal				TOTAL

Comments: _____

Strengths: _____

Areas to Address: _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

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Domain III: Management

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Effectively manages personnel to support the needs of the school.					
2. Organizes the media center, its reports, budgets, policies, and circulation according to the district policy.					
3. Effectively and efficiently manages time and materials.					
4. Establishes an environment which promotes and encourages self-discipline and self-directed learning.					
5. Effectively implements the discipline-management procedures approved by the district.					
Subtotal					TOTAL

Comments: _____

Strengths: _____

Areas to Address: _____

Total: 20 to 25 Exceeds Expectations
 12 to 19 Proficient
 4 to 11 Below Expectations
 0 to 3 Unsatisfactory

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Domain IV: Public Relations

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)
1. Ensures a user-friendly library.				
2. Provides an active, stimulating atmosphere for information user.				
3. Uses appropriate and accurate written, verbal and non-verbal communication with parents, staff, and community.				
4. Interactions are supportive, courteous, respectful, and encouraging to students, staff, and community.				
5. Contributes to making the whole school a learning community.				
6. Stimulates students to be active, lifelong readers.				
Subtotal				TOTAL

Comments: _____

Strengths: _____

Areas to Address: _____

Total: 25 to 30 Exceeds Expectations
15 to 24 Proficient
5 to 14 Below Expectations
0 to 4 Unsatisfactory

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Domain V: Professional Responsibilities

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Determines and participates in professional development activities that are aligned with the goals of the district, campus, and library.					
2. Exhibits a willingness to collaborate with colleagues and other professionals for continuous growth and development.					
3. Participates in professional organizations.					
4. Correlates professional development activities with the prior performance appraisal.					
Subtotal					TOTAL

Comments: _____

Strengths: _____ **Areas to Address:** _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

For purposes of this document each party's typed name shall be deemed as an original signature.

Signature of Librarian: _____ Date: _____

Signature of Appraiser: _____ Date: _____

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.