

SAMPLE CITY/COUNTY SCHOOL SYSTEM  
CENTRAL JUNIOR HIGH SCHOOL

PERFORMANCE APPRAISAL INSTRUMENT-R  
MEDIA COORDINATOR

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| NAME: Mrs. Jane Smith<br>DATE: November 10, 2007<br>SCHOOL YEAR: 2007/2008<br>SSN#: ____-__-____ | RATING SCALE<br>1. Unsatisfactory<br>2. Below Standard<br>3. At Standard<br>4. Above Standard |
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INSTRUCTIONS:

1. Based on the evidence from observations and discussion, the evaluator is to rate the media coordinator's performance with respect to the 3 major functions listed below.
2. The evaluator must add pertinent comments at the end of each major function.
3. The media coordinator is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the media coordinator must review and discuss the results of the appraisal and any recommended action pertinent to it.
5. The evaluator and media coordinator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the media coordinator's personnel folder.
7. The rating scale's four Levels of Performance described above.

LEVELS OF PERFORMANCE

4. ABOVE STANDARD

Performance is consistently above defined job expectations. The media coordinator demonstrates outstanding teaching practice and program management skills. The media coordinator seeks to expand scope of competencies and undertakes additional, appropriate responsibilities.

3. AT STANDARD

Performance is consistently adequate/acceptable. Teaching practices fully meet all performance expectations at an acceptable level. The media coordinator maintains an adequate scope of competencies, and performs additional responsibilities as assigned.

2. BELOW STANDARD

Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The media coordinator requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

1. UNSATISFACTORY

Performance is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The media coordinator requires close and frequent supervision in the performance of all responsibilities.

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MAJOR FUNCTIONS:

- |   | 1                        | 2                        | 3                        | 4                                   |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 1. PLANNING AND FACILITATING TEACHING AND LEARNING  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1 Assesses learning and information needs of students and staff.  |                          |                          |                          |                                     |
| 1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals.                                    |                          |                          |                          |                                     |
| 1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator.           |                          |                          |                          |                                     |
| 1.4 Instructs students and staff in the effective use of the media center and its resources.  |                          |                          |                          |                                     |
| 1.5 Incorporates information literacy into day-to-day instruction.  |                          |                          |                          |                                     |
| 1.6 Advocates and promotes reading and life-long learning through motivational activities.  |                          |                          |                          |                                     |
| 1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning. |                          |                          |                          |                                     |
| 1.8 Follows a plan for personal professional development and actively out opportunities to grow professionally.   |                          |                          |                          |                                     |

COMMENTS:

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- |   | 1                        | 2                        | 3                        | 4                                   |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 2. PLANNING AND FACILITATING INFORMATION ACCESS & DELIVERY, EVALUATION, AND USE   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.1 Creates and maintains an environment conducive to learning.   |                          |                          |                          |                                     |
| 2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously.             |                          |                          |                          |                                     |
| 2.3 Organizes school library facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources. |                          |                          |                          |                                     |
| 2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access.              |                          |                          |                          |                                     |
| 2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.  |                          |                          |                          |                                     |

- 2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
- 2.7 Advocates the principles of intellectual freedom.

COMMENTS:

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3. PLANNING AND FACILITATING PROGRAM  
ADMINISTRATION

1 2 3 4

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- 3.1 Works with school staff to design and implement short-and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities.
- 3.2 Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs.
- 3.3 Evaluate and select resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students.
- 3.4 Maintains a collection addressing curricular needs and learning goals.
- 3.5 Evaluates the school library media program on a continual basis according to accepted standards of quality.
- 3.6 Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals.
- 3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program.
- 3.8 Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program.
- 3.9 Prepares and submits accurate reports as required.
- 3.10 Adheres to established laws, policies, rules and regulations.
- 3.11 Carries out non-instructional duties as assigned and/or as need is perceived.

COMMENTS:

S U M M A R Y   C O M M E N T S

Evaluator's Summary Comments:

Line one.

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Media Coordinator's Reaction to Evaluation:

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| Evaluator's Signature | Title | Date |
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| Media Coordinator's Signature |  | Date |
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(Signature indicates that the evaluation has been reviewed and discussed)