

Media Specialist Evaluation Instrument

*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 in accordance with state standards.

Sample Indicators:

- A. Utilizes appropriate record of instructional planning with classroom teachers
- B. Assists with instruction and evaluation of collaboratively planned units
- C. Assists teachers in the selection and utilization of appropriate resources
- D. 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 related to the media program
- D. Promotes reading across the curriculum

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 other resources such as public and college libraries, online services and community resources
- D. Disseminates information regarding electronic and digital resources
- E. Facilitates research tasks that include proper use of online 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
- C. Provides instruction in ethical and legal use of information
- D. Encourages the use of an information literacy process or steps with consideration for a research model, such as Big6 or I-Search

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 media center, its resources, services, programs 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
- F. Seeks input from all stakeholders on strengths and weaknesses of the media program as a form of evaluation

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. Maintains membership in professional organizations such as GLMA, GAIT, ALA, AASL, AECT
- B. Participates actively in professional organizations
- C. Attends local workshops and professional conferences such as GaCOMO, GAETC, or state literature conferences
- D. Maintains membership in a state and/or national library/media listserv
- E. Reads professional journals

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. Meets the instructional and individual needs of students
- C. Promotes lifelong learning
- D. Insures accessibility to the media center and its materials for a diverse student population and makes provisions for those with special needs

EX	S	NI	U
Comments:			

Revised March, 2006

Developed by the Georgia Library Media Association, Inc. as an annual evaluation tool, to be used in conjunction with the Georgia Media Specialist evaluation instrument.

ROLE: PROGRAM ADMINISTRATION

- 9. Ensures effective organization and accessibility of the library/media 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. Facilitates the equitable circulation and distribution of media materials, resources and equipment
- C. Promotes appropriate use of online resources
- D. Inspects, maintains and weeds media center collection using the current curriculum and student interest as a guide

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 library/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. Develops and administers the media center budget in collaboration with the media committee
- E. Provides assistance with equipment, 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:			

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