

LIBRARIAN EVALUATION

Librarian _____
(name) (assignment)

Evaluation for the period _____
(semester) (year)

Evaluator _____
(name) (position)

Administrator _____
(name) (position)

Instructions and Scale: Listed on the following pages are various characteristics, behaviors, and performances frequently deemed essential for librarians. The evaluator's task is to place a number before each item according to the scale written below.

4.

- Commendable
- Exceeds normal standards
- A real strength
- Almost always true

3.

- Satisfactory
- Acceptable
- Meets standards
- True most of the time

2.

- Needs improvement to meet standards
- Seldom true

1.

- Unsatisfactory and fails to meet standards
- Really needs improvement
- Almost never true

0.

- Insufficient knowledge on which to evaluate
- Non-applicable

Amount of time assigned to library _____

Major level of responsibility _____
(K-6, Jr. High, High School, District-wide)

Number of libraries supervised _____

A. INSTRUCTIONAL MANAGEMENT OF RESOURCES

- 1. Coordinates the library-media program.
- 2. Promotes the library-media program.
- 3. Gives instruction in the use of resources.
- 4. Other

Comments:

B. SUPERVISION OF THE LIBRARY-MEDIA CENTER

- 1. Directs the responsibilities of the library staff.
- 2. Organizes the selection, purchase, and circulation of materials and equipment to provide for effective and efficient service.
- 3. Sustains orderly and appropriate conduct of students using the center.

Comments:

C. HUMAN RELATIONS, COMMUNITY RELATIONS, AND ETHICS

- 1. Demonstrates communication skills
- 2. Demonstrates ethic awareness.
- 3. Maintains rapport with students, teachers, counselors, administrators, parents, etc.
- 4. Maintains a positive and supportive attitude towards the system and colleagues.
- 5. Recognizes each pupil's emotional and social needs.
- 6. Seeks improvement rather than criticizing school, community, and citizens.
- 7. Demonstrates fairness and consistency.

Comments:

D. KNOWLEDGE OF LEARNING AND STUDENTS

- 1. Demonstrates understanding of learning theories.
- 2. Recognizes, plans and provides for unique needs of students.
- 3. Stimulates thought and interest.
- 4. Administrates and uses appropriate test instruments.

Comments:

E. PROFESSIONAL GROWTH

- 1. Continues efforts toward professional improvement.
- 2. Share and seeks knowledge willingly.
- 3. Demonstrates proficiency in subject area(s).

Comments:

RECOMMENDATIONS with timeline for improvement: _____

- A. Recommended for continued employment.
- B. Recommended for continued employment with qualifications.
- C. Not recommended for employment.

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

Signed _____ Date _____
Evaluatee

Signed _____ Date _____
Evaluator