

**AIDE, LIBRARY
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Library Program Support

- ____ 1. Provides individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
- ____ 2. Shelves incoming books, materials, and equipment.
- ____ 3. Prepares materials for classroom or reserves collection use as requested by teachers.
- ____ 4. Requests and schedules use of materials from regional education service center or other source.
- ____ 5. Prepares bulletin boards and displays and assists the librarian in preparing instructional materials.
- ____ 6. Assists in operating and maintaining the copy machine and resource room and keeps records.
- ____ 7. Assists in the supervision of the Video Room and schedule.
- ____ 8. Conducts story time for each scheduled class of students.
- ____ 9. Maintains the appearance and safety of the library.

COMMENTS: _____

Accounting and Inventory

- ___ 10. Operates the media center automated circulation system.
- ___ 11. Collects and maintains records of student fines and prepares parent notification as needed.
- ___ 12. Receives and processes books, materials, and equipment and reconciles with packing slips and invoices.
- ___ 13. Repairs books, magazines, materials, and equipment or processes for repair at outside facilities (e.g., bindery).
- ___ 14. Performs routine maintenance on audiovisual equipment.
- ___ 15. Assists in the annual inventory and weeding of library media center materials.

COMMENTS: _____

Clerical Support

- ___ 16. Maintains physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
- ___ 17. Prepares bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
- ___ 18. Assists librarian in keeping administrative records and preparing required reports.
- ___ 19. Maintains records of all materials, checkouts, returns, overdues, etc.

COMMENTS: _____

Student Management

- ___ 20. Supervises students and assists librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
- ___ 21. Performs assigned student monitoring duties.

COMMENTS: _____

Other

- ___ 22. Supervises library operation in absence of the librarian.
- ___ 23. Assists with the supervision of parent volunteers and student aides.
- ___ 24. Participates in staff development training programs to improve job performance, in special events and in faculty meetings as assigned.

____ 25. Performs other duties assigned by supervisor.

____ 26. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 27. Assists in the supervision of volunteers.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date