

**LIBRARIAN
Summative Appraisal Form**

Name _____ School 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

Instruction

- ____ 1. Provides group instruction and individual guidance to students to help them locate resources and use research techniques.
- ____ 2. Consults teachers on appropriate use of materials and helps them schedule materials for classroom instruction.
- ____ 3. Serves as information resource for users of library/media center materials and provides staff development opportunities for teachers on the availability and use of campus and district learning resources.

COMMENTS: _____

Library Programs

- ____ 4. Effectively plans school library program to meet identified needs of students such as STAR, Accelerated Reading and other technological instructional applications.
- ____ 5. Manages acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.

- ____ 6. Provide video programs and/or internet resources that supplement instructional lesson plans.
- ____ 7. Creates a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
- ____ 8. Uses appropriate and effective techniques to encourage community and parent involvement.

COMMENTS: _____

Student Management

- ____ 9. Carries out discipline in accordance with board policies and administrative regulations.
- ____ 10. Interacts with students to promote positive attitudes toward school library.

COMMENTS: _____

Administration

- ____ 11. Compiles, budget and cost estimates based on documented program needs.
- ____ 12. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- ____ 13. Complies with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
- ____ 14. Develops and coordinates a continuing evaluation of the library/media center program and makes changes based on the findings.
- ____ 15. Complies with all district and campus routines and regulations.

COMMENTS: _____

Communication

- ____ 16. Maintains a positive and effective relationship with supervisors.
- ____ 17. Communicates effectively with colleagues, students, and parents.

COMMENTS: _____

Other

- ____ 18. Performs other duties assigned by the supervisor.

____ 19. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 20. Supervises clerical aide(s), student aides, and 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