

LEAD LIBRARIAN (STIPEND)

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

Supervision

- ____ 1. Supervises the procurement process of all library books at each of the SFDRCSID school libraries.
- ____ 2. Trains all librarians and library staff in the performance of their duties.
- ____ 3. Coordinates processes for the weeding of library materials from campus collections according to the district library policy and procedure manual and the CREW guidelines.
- ____ 4. Supervises the evaluation, selection, acquisition, reconsideration, and deselection of library materials in accordance with Board Policy EFB.

COMMENTS:

Leadership

- ____ 5. Coordinates and assists the Chief Academic Officer with the collection and organization of a Master Proposed Library Materials List for posting on the school district’s website in accordance with Board Policy EFB.

- ____ 6. Monitors the Feedback Form for Library Materials Purchases and coordinates the review of comments and concerns pertaining to proposed library material.
- ____ 7. Coordinates with the Chief Academic Officer and the Curriculum Director to provide staff development opportunities for librarians in the use of campus and district learning resources.
- ____ 8. Collaborates with staff for effective use of library services, resources, and facilities.
- ____ 9. Creates an appropriate climate that reflects the philosophy of the district.

COMMENTS:

Library Programs

- ____ 10. Collaborates with other librarians to evaluate and plan effective library programs at all levels.
- ____ 11. Collaborates with other librarians to review media and library resources to ensure appropriateness to the age and grade maturity level of students in accordance with state policy.
- ____ 12. Works cooperatively with librarians on the selection of instructional resources.

COMMENTS:

Administration

- ____ 13. Keeps the Chief Academic Officer, Curriculum Director, and principals informed of library program goals, objectives, and resources.
- ____ 14. Assists the Chief Academic Officer in compiling budget and cost estimates based on documented program needs.
- ____ 15. Assists the Chief Academic Officer in compiling, maintaining, and filing all physical and computerized reports, records, and other documents as required.
- ____ 16. Complies with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
- ____ 17. Develops and coordinates a continuing evaluation of the library/media center program and make changes based on the findings.
- ____ 18. Complies with all district and campus routines and regulations.

COMMENTS:

Communication

____ 19. Maintains a positive and effective relationship with all District librarians.

____ 20. Communicates effectively with all stakeholders.

COMMENTS:

Other

____ 21. Performs other duties assigned by supervisor.

____ 22. Maintains confidentiality of information.

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