

MONTGOMERY COUNTY PROFESSIONAL STAFF
LIBRARY MEDIA SPECIALIST SUMMATIVE EVALUATION FORM

Library Media Specialist _____ School _____
Last Name First Name

Date _____ Grade level/subject _____

Primary Evaluator _____
Name Title

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Planning and Assessment				

Criteria:

- The library media specialist plans or assists in planning instruction to achieve objectives that reflect the Virginia Standards of Learning.
- The library media specialist demonstrates knowledge of individual, group, and program needs and selects resources and methods that match the ability and needs of all students.
- The library media specialist effectively uses diagnostic data to determine appropriate materials suitable to support instruction and uses a variety of on-going formative and summative assessment methods to provide for student needs and interests.
- The library media specialist communicates expectations for student performance.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

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Evaluator Comments:

Evaluatee Responses/Comments:

Library Media Specialist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Instruction				

Criteria:

- The library media specialist demonstrates knowledge of curriculum and engages students in meaningful learning experiences through a variety of resources.
- The library media specialist communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division.
- The library media specialist uses a variety of instructional strategies and methods to actively engage students in learning.
- The library media specialist provides leadership in knowledge and use of instructional materials, media, and equipment.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

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Evaluator Comments:

Evaluatee Responses/Comments:

Library Media Specialist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Communication and Community Relations				

Criteria:

- The library media specialist effectively and appropriately interacts and communicates with students in a respectful manner which demonstrates understanding and caring for their academic and special needs.
- The library media specialist communicates, as needed, with parents and guardians in a respectful manner, keeping them informed of student performance, progress, and use of the facility and materials, encouraging their involvement in the educational process.
- The library media specialist effectively communicates and interacts with colleagues, administrators, and the community at large to address concerns, resolve conflicts, and make collaborative decisions needed to accomplish goals and objectives.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

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Evaluator Comments:

Evaluatee Responses/Comments:

Library Media Specialist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Safety and Learning Environment				

Criteria:

- The library media specialist implements a discipline policy that fosters a safe and positive school environment.
- The library media specialist manages library procedures and resource areas to maximize academic learning time.
- The library media specialist organizes and creates a supportive learning environment that promotes respect, responsibility, caring, fairness, trustworthiness, and citizenship.
- The teacher assumes responsibility for school and classroom materials, equipment, and facilities.
- The teacher works with others to promote and ensure a safe and orderly environment on the school campus.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

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Evaluator Comments:

Evaluatee Responses/Comments:

Library Media Specialist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Professionalism				

Criteria:

- The library media specialist models professional, moral and ethical standards as well as personal integrity.
- The library media specialist provides service to the profession and division within the school community.
- The library media specialist actively participates in school and division continuous improvement processes.
- The library media specialist works in a collegial and collaborative manner with school personnel and the community.
- The library media specialist participates in some aspects of the overall school program outside the classroom.
- The library media specialist participates in a meaningful and continuous process of professional development.
- The library media specialist performs other reasonable job related tasks as assigned by the principal or designee.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

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Evaluator Comments:

Evaluatee Responses/Comments:

Library Media Specialist's Name: _____

Conference Summary

Additional Evaluator Comments:

Additional Evaluatee Responses:

Observation Date(s): _____

Recommended for Reemployment: Yes No
(Applies to teachers on Annual Contract only)

For P/T Teachers

- Recommended for re-employment
 Do not recommend for re-employment
 Not Applicable

Evaluator Signature* Date

Evaluatee Signature* Date

*** Signature does not necessarily indicate concurrence but rather that a summative conference with the evaluator has taken place and the evaluatee has received a copy of this completed summative evaluation form.**