

**WORTH COUNTY SCHOOL SYSTEM  
MEDIA SPECIALIST EVALUATION/ANNUAL INSTRUMENT**

Annual evaluation?  Yes  No

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
 School \_\_\_\_\_ Date \_\_\_\_\_  
 Evaluator Name \_\_\_\_\_

**Directions: Rate the employee in each category using the following scale:  
 1 = Not Evident/Ineffective 2 = Emerging/Needs Improvement 3 = Proficient 4 = Exemplary  
 THERE ARE NO "N/A'S." EACH CATEGORY MUST BE SCORED**

**GENERAL**

- 1. Demonstrates appropriate verbal and written communication skills. \_\_\_\_\_
  - 2. Performs routine duties and tasks with little or no direct supervision. \_\_\_\_\_
  - 3. Participates in extracurricular activities and/or serves on designated committees \_\_\_\_\_
  - 4. Demonstrates loyalty to the school, school system and administrators. \_\_\_\_\_
  - 5. Performs other duties as assigned by the principal. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROMOTE STUDENT ACHIEVEMENT GOALS**

- 6. Coordinates the building media committee and guides plan to reflect system vision \_\_\_\_\_
  - 7. Recommends building media policies and implementation procedures in line with system policies and procedures \_\_\_\_\_
  - 9. Assists teachers in designing and developing instructional materials \_\_\_\_\_
  - 9. Recommends media/technology based on needs of the instructional program and individual users. \_\_\_\_\_
  - 10. Plans with instructional staff to integrate media skills instruction with classroom content. \_\_\_\_\_
  - 11. Manages and ensures accessibility to media resources and facilities at all times during the school day/year \_\_\_\_\_
  - 12. Coordinates the acquisition, processing, organization circulation, maintenance and inventory of print materials. \_\_\_\_\_
  - 13. Updates and maintains the automated media management system in timely manner. \_\_\_\_\_
  - 14. Keeps users informed of media services and resources. \_\_\_\_\_
  - 15. Promotes effective utilization of facilities, resources and services. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROFESSIONAL GROWTH**

- 16. Participates in professional organizations and staff development activities. \_\_\_\_\_
  - 17. Shares information with others and applies what is learned to the classroom. \_\_\_\_\_
  - 18. Accepts new challenges in a professional manner \_\_\_\_\_
- Comments \_\_\_\_\_

**INTERPERSONAL SKILLS**

- 19. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively with colleagues and exhibits the fundamentals of good public/customer service. \_\_\_\_\_
  - 20. Enhances the climate of the building and the morale of colleagues. \_\_\_\_\_
  - 21. Accepts constructive criticism and follows up on administrative actions for improving performance. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROMPTNESS AND DEPENDABILITY**

- 22. Maintains a pattern of regular attendance. (4 = 0-3 absences, 3 = 4-7 absences, 2 = 8-10 absences, 1 = 11+ absences)  
 Number of annual absences to date \_\_\_\_\_
  - 23. Maintain a pattern of prompt daily attendance.  
 (4 = 0-3 tardies, 3 = 4-6 tardies, 2 = 7-8 tardies, 1 = 9+ tardies)  
 Number of attendance tardies \_\_\_\_\_
  - 24. Completes reports, documentation, duties and other assignments in a prompt and professional manner. \_\_\_\_\_
  - 25. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. \_\_\_\_\_
- Comments \_\_\_\_\_

