Media Coordinator Performance Appraisal Instrument - Revised

_____	_____
Media Coordinator's Name	School

INSTRUCTIONS

- Based on the evidence from observation, documentation, and discussion, the evaluator will rate the media coordinator's performance on the 3 major functions listed below.
- The evaluator must add pertinent comments at the end of each major function.
- The media coordinator must be provided an opportunity to react to the evaluator's ratings and comments.
- The evaluator and media coordinator must review and discuss the results of the appraisal and any recommended actions pertinent to it.
- The evaluator and media coordinator must sign the instrument in the assigned spaces.
- The instrument must be filed in the media coordinator's personnel folder.
- The rating scale's four Levels of Performance are described below.

RATING SCALE

Above Standard

Performance is consistently above defined job expectations. The media coordinator demonstrates outstanding teaching practice and program management skills. The media coordinator seeks to provide leadership; take initiative; expand scope of competencies; and undertakes additional, appropriate responsibilities.

At Standard

Performance is consistently adequate/acceptable. Teaching practices fully meet all performance expectations at an acceptable level. The media coordinator maintains an adequate scope of competencies and performs additional responsibilities as assigned.

Below Standard

Performance within this function is sometimes inadequate/unacceptable and needs improvement. The media coordinator requires supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.

Unsatisfactory

Performance is consistently inadequate/unacceptable and most practices require considerable improvement to meet minimum performance expectations. The media coordinator requires close and frequent supervision in the performance of all responsibilities.

MAJOR FUNCTION: Planning and Facilitating Teaching and Learning	Above Standard	At Standard	Below Standard	Unsatisfactory
	☐	☐	☐	☐

1.1 Assesses learning and information needs of students and staff
1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals
1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator
1.4 Instructs students and staff in the effective use of the media center and its resources
1.5 Incorporates information literacy into day-to-day instruction
1.6 Advocates and promotes reading and life-long learning through motivational activities
1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning
1.8 Follows a plan for personal professional development and actively seeks out opportunities to grow professionally

Comments:

MAJOR FUNCTION: Planning and Facilitating Information Access and Delivery, Evaluation, and Use	Above Standard	At Standard	Below Standard	Unsatisfactory
	☐	☐	☐	☐

2.1 Creates and maintains an environment conducive to learning
2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously
2.3 Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access
2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
2.7 Advocates the principles of intellectual freedom

Comments:

MAJOR FUNCTION: Planning and Facilitating Program Administration	Above Standard	At Standard	Below Standard	Unsatisfactory
	☐	☐	☐	☐

3.1 Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities
3.2 Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs
3.3 Evaluate and select resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students
3.4 Maintains a collection addressing curricular needs and learning goals
3.5 Evaluates the school library media program on a continual basis according to accepted standards of quality
3.6 Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals
3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program
3.8 Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program
3.9 Prepares and submits accurate reports as required
3.10 Adheres to established laws, policies, rules, and regulations
3.11 Carries out non-instructional duties as assigned and/or as need is perceived

Comments:

Evaluator's Summary Comments

Media Coordinator's Reaction to Evaluation:

Evaluator's Signature and Date

Media Coordinator's Signature and Date
Signature indicates the evaluation was reviewed and discussed.