

Appendix E



**LIBRARIAN FINAL EVALUATION REPORT
(LONG FORM)**

Teacher Name _____ Evaluator Name: _____ Date: _____

Building Name: _____ Assignment: _____

Evaluation Type: Annual 90 Day Other

Description of Responsibilities: *Includes areas (such as classes taught, number of preparations, class size, district/building responsibilities). Even though this description lists total responsibilities, the evaluation herein is limited to specific teaching assignment.*

Observation Record: *A minimum of two (2) observations except for employees who are probationary, provisional, or non-continuing status. These employees will have a minimum of four (4) observations.*

Date: _____ Class/Activity: _____ Length of Observation: _____

Date: _____ Class/Activity: _____ Length of Observation: _____

Date: _____ Class/Activity: _____ Length of Observation: _____

Date: _____ Class/Activity: _____ Length of Observation: _____

It is my judgment, based upon adopted criteria that this certificated employee's overall performance has been

satisfactory / *unsatisfactory*

Date: _____ Evaluator: _____

Date: _____ Employee: _____

My signature indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings

CRITERION 1: SPECIALIZED SKILL

The employee demonstrates competency (knowledge and skill) in designing and conducting activities related to the work assignment.

- 1.1. Organizes the work/case load to accomplish assigned tasks in an effective and timely manner;
- 1.2. Plans and effectively manages all work activities in accordance with legal requirements and District practices;
- 1.3. Uses assessment/evaluation techniques and data appropriately;
- 1.4. Establishes immediate and long range objectives for major responsibilities;
- 1.5. Involves others appropriately in carrying out major responsibilities.
- 1.6. Uses reviews from approved, professional sources in the selection of materials and equipment;
- 1.7. Selects materials and equipment appropriate to the needs of all students and staff, including minorities, disadvantaged, handicapped, gifted and others;
- 1.8. Plans and effectively manages a variety of instructional activities appropriate to specified learning objectives.

_____ SATISFACTORY

_____ UNSATISFACTORY

Evaluator's Comment:

Employee's Response (Optional):

**CRITERION 2: PROFESSIONAL PREPARATION/KNOWLEDGE
OF SPECIALIZED FIELD**

The employee demonstrates a knowledge of educational theory and specialized field/techniques.

- 2.1. Possesses and maintains competence and working knowledge of specialized field;
- 2.2. Pursues continued professional development;
- 2.3. Understands and articulates relationship between specialized field and related disciplines;
- 2.4. Uses in-service opportunities and input from colleagues.

_____ SATISFACTORY

_____ UNSATISFACTORY

Evaluator's Comment:

Employee's Response (Optional):

CRITERION 3: SPECIAL ENVIRONMENT

The employee demonstrates competency (knowledge and skill) in organizing and managing the technical and human elements to promote a positive learning environment.

- 3.1. Establishes clear expectations for students and other personnel within framework of responsibility;
- 3.2. Is consistent and fair in dealing with student discipline;
- 3.3. Makes effective use of specialized materials and equipment;
- 3.4. Demonstrates skill in human relations;
- 3.5. Strives to make the library media center an inviting place, conducive to learning;
- 3.6. Keeps collection as current as funding permits;
- 3.7. Weeds collection regularly to discard worn or out-of-date materials and equipment.

_____ SATISFACTORY

_____ UNSATISFACTORY

Evaluator's Comment:

Employee's Response (Optional):

CRITERION 4: EDUCATIONAL LEADERSHIP

The employee promotes professional growth by demonstrating interest in work assignment and developing positive collegial relationships.

- 4.1. Has made sufficient progress to complete professional goals;
- 4.2. Accepts constructive criticism and implements suggestions for improvement;
- 4.3. Shares school responsibilities as appropriate for the time spent in building;
- 4.4. Acts as resource and referral to other District personnel and outside agencies;
- 4.5. Participates in professional organizations.

_____ SATISFACTORY

_____ UNSATISFACTORY

Evaluator's Comment:

Employee's Response (Optional):

CRITERION 5: PARENT - COMMUNITY INVOLVEMENT

The employee fosters communication with parents and community.

- 5.1. Acts as a resource to parents and keeps them informed of student progress;
- 5.2. Promotes positive school-community relationships.

_____ SATISFACTORY

_____ UNSATISFACTORY

Evaluator's Comment:

Employee's Response (Optional):