

Portland Public Schools
Library/Media Specialist Evaluation Form

Teacher's Name _____
 Employee ID _____
 Due Date 05/01/2021
 Assignment Media Specialist-HS
 Department Cleveland
 Location Cleveland HS
 Evaluation Period 07/01/2018 - 06/30/2021

Number of Observations 0
 Total Time of Observations 0.00 hours
 Was there a pre-conference? N
 post-conference? N
 Employee Status Contract Teacher
 Evaluated By _____
 Date Signed/Meeting Date _____

Rating Legend:

X = Meets minimum standards
 I = Improvement required
 C = Commendation for consistently exceeding minimum standards

1. Professional Preparedness and Growth

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- _____ 1 Instruction reflects well-planned and effective methodology
 _____ 2 Instruction reflects adequate and current knowledge of subject.
 _____ 3 Works to improve professional skills and knowledge through inservice workshops, district meetings, continuing education, media conferences, and membership in professional organizations.
 _____ 4 Bases professional growth program on priorities identified through goal setting and cooperative planning with supervisor.

Comments:

2. Administration

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- _____ 1 Established policies and procedures for the Library/Media program.
 _____ 2 Participates in curriculum planning on school and district level.
 _____ 3 Allocates annual media budget based on the objectives and goals of the Library/Media program.

Comments:

3. Principles of Teaching and Learning

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- _____ 1 Shows respect, consideration, and fairness for students.
 _____ 2 Meets needs of students with special interests, abilities, and learning problems.
 _____ 3 Gives students personal help and positive reinforcement.
 _____ 4 Challenges students to think and to express their thoughts through library related activities.
 _____ 5 Makes it clear to student what they are learning and why.

Comments:

4. Multiethnic/Multicultural Education

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Includes appropriate multiethnic themes in lesson plans and instruction, including historical or other information as to cultures having significant impact on the world, nation or community.
- _____ 2 Is aware of and appreciates cultural diversity and the importance of communication skills reflecting sensitivity to the feelings of all persons regardless of their race, color, religion, sex, age or national origin and does such preparation and takes training as is necessary to develop such awareness and appreciation in her or himself.
- _____ 3 Materials in Library/Media center supports the district's instructional program.
- _____ 4 Develops collection through selection and acquisition to reflect cultural diversity.

Comments:

5. Resource Management - Materials

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Reviews, selects, and orders appropriate instructional materials and equipment with input from staff and students.
- _____ 2 Develops collection through selection and acquisition to reflect cultural diversity.
- _____ 3 Maintains, organizes, and inventories media center collection.
- _____ 4 Maintains appropriate data for center operation, such as circulation and utilization.
- _____ 5 Keeps media collection up-to-date by systematic weeding.
- _____ 6 Reviews technology needs of the Library/Media Center.

Comments:

6. Resource Management - Services

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Promotes use of the Library Media program by making students and teachers aware of resources.
- _____ 2 Assists teachers in selecting appropriate media for units of study.
- _____ 3 Provides expertise and facilities for the production of a variety of educational materials by students and staff.
- _____ 4 Assists the staff in securing professional materials.
- _____ 5 Coordinates the school media program with district and community organizations.

Comments:

7. Evaluation

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Planning instruction for Library curriculum.
- _____ 2 Consults principal, specialists, other teachers in the school, and students in evaluating own plans, methods, and results.

Comments:

8. Organizational Responsibilities

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Cooperates with and supports other faculty members.
_____ 2 Observes the spirit and intent of rules and regulations of the school and school system.
_____ 3 Shares the responsibilities with all other employees for promoting school-wide goals.

Comments:

9. Instructional

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- _____ 1 Works with teachers in planning and implementing the building's curriculum.
_____ 2 Provides programs to support research and techniques of inquiry and critical evaluation.
_____ 3 Provides staff training opportunity for effective use of digital resources.
_____ 4 Includes appropriate multiethnic themes in program activities.

Comments:

10. Other

Comments:

I DO recommend this contract teacher for another year of service in School District No. 1.

Principal's Signature Date Vice Principal's Signature Date

I have read the above report.

Teacher's Signature Date

Received and Contents Noted
_____ (Regional/Department Office)
Date: _____
_____ (Human Resources)
Date: _____