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
Was there a 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
   Performance Does Not Meet Minimum Standards

   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
   Performance Does Not Meet Minimum Standards

   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
   Performance Does Not Meet Minimum Standards

   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

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________  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

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________  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

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________  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

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________  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

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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

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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

Received and Contents Noted

___________________________________________________________
(Regional/Department Office)

Date: __________________________

___________________________________________________________
(Human Resources)

Date: __________________________

I have read the above report.

____________________________  ____________
Teacher's Signature  Date