

# Woodridge Local School District

## APPRAISAL INSTRUMENT LIBRARIAN/MEDIA SPECIALIST EVALUATION - APPENDIX A-4

Librarian/Media Specialist:	Building:
Grade Level:	Date:

**Key: M: Meets/Exceeds Expectations NI: Needs Improvement U: Unsatisfactory N/O: Not Observed**

<b>1. Planning and Organization</b>		<b>M</b>	<b>NI</b>	<b>U</b>	<b>NO</b>
A.	Establishes goals for the library.				
B.	Implements/maintains processes for selecting, processing and inventorying materials.				
C.	Establishes appropriate schedules for teachers and students.				
D.	Completes reports accurately and on schedule.				
<b>2. Library Skills – Professional Responsibilities</b>		<b>M</b>	<b>NI</b>	<b>U</b>	<b>NO</b>
A.	Maintains print and non-print material that is supportive of the curriculum.				
B.	Provides an organized and welcoming environment.				
C.	Provides supervision of parent volunteers, if appropriate.				
D.	Maintains computerized and written circulation policies and procedures.				
E.	Maintains/follows accurate cataloging procedures.				

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<b>3. Instructional Leadership</b>		<b>M</b>	<b>NI</b>	<b>U</b>	<b>NO</b>
A.	Demonstrates knowledge of the curriculum.				
B.	Assists classroom teachers in obtaining supportive materials.				
C.	Develops/maintains/improves instructional program of the library.				
D.	Carries out procedures for orientation and supervision of the library.				
E.	Incorporates computer assisted instruction.				

**Administrator's Commendations/Comments:**

**Librarian/Media Specialist's Comments:**

**Signatures:**

Evaluators: \_\_\_\_\_ Date \_\_\_\_\_

Librarian/Media Specialist: \_\_\_\_\_ Date \_\_\_\_\_

The Librarian/Media Specialist's signature does not necessarily indicate agreement. It indicates only that s/he has read and received a copy of this report.

**Revised: New WEA Contract 8/1/07 - 7/31/10**

10/06

11/20/07