

GAINESVILLE CITY SCHOOL SYSTEM

MEDIA SPECIALIST EVALUATION

Media Specialist:

Administrator:

Date:

DUTIES

PLANNING

1.	Serve on the Induction Phase Teacher Support Team. Rating: <input type="text"/> Feedback: <input type="text"/>
2.	Serve on the School Leadership Team. Rating: <input type="text"/> Feedback: <input type="text"/>
3.	Plan collaboratively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource based units and activities. Rating: <input type="text"/> Feedback: <input type="text"/>
4.	Act as an instructional consultant to coordinate student-learning experiences with school, district, and outside resources. Rating: <input type="text"/> Feedback: <input type="text"/>
5.	Manage selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources. Rating: <input type="text"/> Feedback: <input type="text"/>
6.	Make resources and best practices research available to students and teachers through a systematic collection within the school and through access to resources outside the school. Rating: <input type="text"/> Feedback: <input type="text"/>

INSTRUCTIONAL DELIVERY

7.	Use a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources. Rating: <input type="text"/> Feedback: <input type="text"/>
8.	Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults. Rating: <input type="text"/> Feedback: <input type="text"/>

ASSESSMENT OF AND FOR LEARNING

9.	Collaborate with the grade level and content area teachers to analyze data and identify S.M.A.R.T. Goals in alignment with the School Improvement Plan. Rating: <input type="text"/> Feedback: <input type="text"/>
10.	Collaborate with the grade level and content area teachers to produce authentic performance tasks to show mastery of standards. Rating: <input type="text"/> Feedback: <input type="text"/>
11.	Work closely with Data Specialist to gather and analyze data in the identification of trends, target training and support needs, and develop goals to improve student learning. Rating: <input type="text"/> Feedback: <input type="text"/>

LEARNING ENVIRONMENT

12.	Provide access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need: organizes and manages the library media facility in a manner that encourages access. Rating: <input type="text"/> Feedback: <input type="text"/>
13.	Support teacher development of engaging, student-centered classroom environments. Rating: <input type="text"/> Feedback: <input type="text"/>

PROFESSIONALISM AND COMMUNICATION

14.	Develop and implement school procedures which ensure that access to information is not impeded; provide relevant information for district policy development regarding information. Rating: <input type="text"/> Feedback: <input type="text"/>
15.	Implement proper protocols for book purchases and content challenges within the school. Rating: <input type="text"/> Feedback: <input type="text"/>
16.	Stay current on research based practices and instructional strategies by reading professional literature, reviewing new materials and exemplary programs, and participating in local, state, and national professional learning. Rating: <input type="text"/> Feedback: <input type="text"/>
17.	Performs other related duties as required. Rating: <input type="text"/> Feedback: <input type="text"/>

Media Specialist Signature: _____

Administrator Signature: _____