

Somerset County Public Schools						
Library Media Specialist Evaluation Form						
Employee's Name						
School Assignment:						
Evaluated by:						
Date:						
Areas of Observation and Evaluation	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory	N/A	Comments as Needed
I. Instructional Management						
A. Presents objectives and expectations clearly to the students.						
B. Plans activities appropriate to the students' needs.						
C. Observes students and provides feedback as needed.						
D. Presents group and individual instruction on the use of the library tools.						
II. Student Management						
A. Expects & reinforces acceptable student conduct.						
B. Encourages a positive working relationships with students.						
C. Aids students in learning to use their time effectively.						
D. Promotes the library as an integral part of the school's curriculum.						
III. School/Organizational Climate						
A. Works with students in a professional manner.						
B. Communicates with faculty, staff and community in a positive manner.						
C. Maintains a library media center that is physically attractive and orderly.						
D. Promotes the library as an integral part of the school's curriculum.						
IV. School/Organizational Improvement						
A. Maintains the budget for the library.						
B. Evaluates, selects, and weeds materials to reflect the goals and needs of the school within county and state guidelines.						
C. Maintains an inventory of library materials.						
D. Library Media Center is organized to provide appropriate access for all students.						
V. Professional Growth and Development						
A. Participates in professional development activities.						
B. Assists faculty in professional development activities when appropriate.						
C. Participates in professional organizations and conferences voluntarily.						
VI. Technology Skills						
A. Uses technology as needed.						
B. Presents group and/or individual instruction on the use of technology.						
C. Promotes students use of technology in the media center.						
D. Is a leader promoting the use of technology throughout the school.						