

**CONFIDENTIAL**  
**GEORGIA MEDIA SPECIALIST EVALUATION PROGRAM**  
**ANNUAL EVALUATION SUMMARY REPORT**

Media Specialist's Name:		Evaluator's Name:	
System:	System Code:	System:	System Code:
School:	School Code:	School:	School Code:
Last 4 digits Media Specialist's SSN:		Last 4 digits Evaluator's SSN:	
Media Specialist's Race/Ethnicity:	Am. Indian	Asian	Black
	Hispanic	White	Other
Media Specialist's Sex:	Male	Female	

**Evaluation Summary**

GMSEI S      U	GMSDRI S      U	Overall Eval Summary S      U
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**GEORGIA MEDIA SPECIALIST EVALUATION INSTRUMENT**

<i>Summary Comments</i>	<i>Mark any annual NIs in the annual NI column.</i>	Annual NI
	<p><b>TASK I: <i>Manages/Assists in Managing Media Program</i></b></p> <p>IA1. Participates in formation and ensures convening of media committee</p> <p>IA2. Seeks input from media committee</p> <p>IA3. Informs media committee of needs and progress toward goals</p> <p>IA4. Recommends media plan, policies and procedures</p> <p>IB1. Informs users of policies and procedures</p> <p>IB2. Conducts media plan activities</p> <p>IB3. Evaluates and revises media plan activities</p> <p>IC1. Supervises staff</p> <p>IC2. Maintains scheduling system</p> <p>IC3. Maintains circulation and retrieval system</p> <p>IC4. Promotes accessibility</p> <p>IC5. Maintains functional facility</p> <p>IC6. Works toward, maintains, or improves automation</p> <p>ID1. Maintains accurate catalog and shelf list</p> <p>ID2. Maintains accurate equipment inventory</p> <p>ID3. Maintains accurate financial records</p> <p>IE1. Informs users of resources and services</p> <p>IE2. Informs faculty of media plan</p>	

<i>Summary Comments</i>	<i>Mark any annual NIs in the annual NI column.</i>	Annual NI
	<b>TASK II: <i>Develops and Maintains Media Collection</i></b> IIA1. Analyzes collection based on curriculum objectives IIA2. Selects media consistent with policy and needs IIA3. Utilizes variety of selection aids IIA4. Seeks staff input about needs IIB1. Orders consistent with policy and procedures IIB2. Ensures processing IIB3. Catalogs and arranges media IIC1. Ensures shelving IIC2. Inspects, maintains and weeds	
	<b>TASK III: <i>Provides Services to Facilitate Instructional Process</i></b> IIIA1. Plans with school staff for information access skills instruction IIIA2. Assists with information access skills instruction IIIA3. Instructs students in use of media center IIIB1. Assists in selection, location and use IIIB2. Assists in accessing other collections IIIB3. Provides information about and complies with copyright law IIIB4. Plans with staff to incorporate resources into instruction IIIB5. Assembles materials for class topics IIIB6. Serves as a resource for materials production IIIB7. Conducts in-service activities IIIB8. Integrates and disseminates skills and knowledge	
<b>Georgia Media Specialist Duties &amp; Responsibilities Instrument Summary Comments</b>	Identify GMSDRI Areas for required PDP	

Signatures:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Media Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal (if other than evaluator)

\_\_\_\_\_  
Date

*Signature acknowledges receipt of form, not necessarily concurrence. Written comments may be provided and/or attached. If comments are attached, initial and date here.* \_\_\_\_\_