

# MONTGOMERY COUNTY SCHOOLS

## Summative Evaluation Form (Media Specialist)

Media Specialist \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_

Date(s) of Observations First \_\_\_\_\_ Second \_\_\_\_\_ Other \_\_\_\_\_  
Date(s) of Conferences First \_\_\_\_\_ Second \_\_\_\_\_ Other \_\_\_\_\_

RATING SCALE S Satisfactory NI Needs Improvement U Unsatisfactory

	STANDARD	S	NI	U
1	Implementation			
2	Resources			
3	Technology			
4	Environment			
5	Staffing			
6	Provides for Information Literacy Through Integration into the curriculum			
7	Governance/Management			
8	Implementation of Technology			
9	Demonstrates Professional Leadership			

Evaluator comments:

Media Specialist comments:

\_\_\_\_\_ Agree with Summative evaluation  
\_\_\_\_\_ Disagree with Summative evaluation

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

\_\_\_\_\_  
Evaluator Signature

Professional Growth/Performance Objectives for upcoming school year:

- 1.
- 2.
- 3.
- 4.
- 5.

*Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local district plan.*

# Formative Evaluation Report Form

Montgomery County Public Schools

Evaluatee: \_\_\_\_\_ Date Observed:\_\_\_\_\_

Evaluator: \_\_\_\_\_ Position:\_\_\_\_\_

Evaluator's Comments:

Evaluatee's Comments:

I am knowledgeable about the content of this Formative Evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this evaluation.

\_\_\_\_\_  
*Signature of Evaluatee*

\_\_\_\_\_  
*Date*

I have discussed the content of this report in a conference with the evaluatee.

\_\_\_\_\_  
*Signature of Evaluator*

\_\_\_\_\_  
*Date*

# Montgomery County Schools

## Formative Media Specialist Data Collection Form

Media Specialist _____
Date of Observation _____
School _____

<b>STANDARD 1: IMPLEMENTATION</b>		S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
<b>1.1</b> Plans cooperatively to establish instructional needs and provide curricular-related LMC activities		
<b>Data from observation</b>		

<b>STANDARD 2: RESOURCES</b>		S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
<b>2.1</b> Coordinates request to expend funding through a written collection development plan	<b>2.3</b> Utilizes online databases to provide current resources	
<b>2.2</b> Catalogs or inventories all resources and equipment to provide more cost effective purchasing and to provide access for all teachers and LMSs	<b>2.3</b> Collaborates in selecting and sharing resources with other libraries and the community	
<b>Data from observation</b>		

<b>STANDARD 3: TECHNOLOGY</b>		<b>S</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
<b>3.1</b> Provides leadership in the long-range planning for the use of technology as the information technology specialist in the school	<b>3.3</b> Facilitates production and distribution facilities and equipment			
<b>3.2</b> Establishes networks with school, public and academic libraries to utilize telecommunications to access on-line services				
<b>Data from observation</b>				

<b>STANDARD 4: ENVIRONMENT</b>		<b>S</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
<b>4.1</b> Arranges the LMC in an attractive and efficient way to provide a welcoming and enriching environment	<b>4.3</b> Seeks student input to create an inviting environment in order to promote student ownership			
<b>4.2</b> Promotes interest in utilization of the LMC with motivational activities and displays of student work	<b>4.4</b> Uses a variety of management techniques that foster individual responsibility and cooperation			
<b>Data from observation</b>				

<b>STANDARD 5: STAFFING</b>		<b>S</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
<b>5.1</b> Provides input for selection, training and supervision of clerical staff, including community and student volunteers				
<b>Data from observation</b>				

<b>STANDARD 6: PROVIDES FOR INFORMATION LITERACY THROUGH INTEGRATION INTO THE CURRICULUM</b>		<b>S</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
<b>6.1</b> Recommends innovative activities and varied resources to integrate information skills into the curriculum		<b>6.2</b> Remains abreast of current professional issues by participating in appropriate professional development activities and implements strategies as evidenced on the Reflection Log.		
<b>Data from observation</b>				

<b>STANDARD 7: GOVERNANCE/MANAGEMENT</b>		<b>S</b> <input type="checkbox"/>	<b>NI</b> <input type="checkbox"/>	<b>U</b> <input type="checkbox"/>
<b>7.1</b> Organizes a school LMC Advisory Committee that includes administration and teachers which develops immediate and long-range goals and evaluates the LMC program. As an option, these responsibilities could be assigned to the SBDM curriculum committee		<b>7.5</b> Requests, with supporting rationale, appropriate funding and staffing from administration		
<b>7.2</b> Supports the school's mission and goals		<b>7.6</b> Serves on School-Based Decision Making Council and/or participates in the decision-making process at the local school		
<b>7.3</b> Demonstrates accountability through written reports to administration/SBDM				
<b>7.4</b> Plans the budget to effectively utilize funds				
<b>Data from observation</b>				



<b>STANDARD 9: DEMONSTRATES PROFESSIONAL LEADERSHIP</b>		<b>S</b>	<input type="checkbox"/>	<b>NI</b>	<input type="checkbox"/>	<b>U</b>	<input type="checkbox"/>
<b>9.1</b> Builds positive relationships within and between school and community.	<b>9.9</b> Practices effective listening, conflict resolution, and group facilitation skills as a team leader.						
<b>9.2</b> Promotes leadership potential in colleagues.	<b>9.10</b> Adheres to professional code of ethics.						
<b>9.3</b> Participates in professional organizations and activities.	<b>9.11</b> Demonstrates punctuality and good attendance.						
<b>9.4</b> Writes and speaks effectively.	<b>9.12</b> Performs duties consistent with the goals for Kentuckystudents and the mission of the school, local community, laws and administrative regulations.						
<b>9.5</b> Contributes to the professional knowledge and expertise about teaching and learning.	<b>9.13</b> Nurtures and demonstrates respect for student diversity and individual differences.						
<b>9.6</b> Guides the development of curriculum and instructional materials.	<b>9.14</b> Demonstrates knowledge and understanding of the role of Media Specialist.						
<b>9.7</b> Participates in policy design and development at the local school, within professional organizations, and/or within community organizations with educationally related activities.	<b>9.15</b> Adheres to district policy with regard to dress and appearance.						
<b>9.8</b> Initiates and develops educational projects and programs.							
<b>Data from observation</b>							