MONTGOMERY COUNTY SCHOOLS

Summative Evaluation Form (Media Specialist)

Media SpecialistSchool	Date		
Date(s) of Observations First Second Date(s) of Conferences First Second	Other		
RATING SCALE <u>S Satisfactory</u> <u>NI Needs Improvement</u>	U Unsatis	factory	
STANDARD	S	NI	U
1 Implementation	5	111	
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 Eval	uator Signat	ure	
Professional Growth/Performance Objectives for upcoming school year: 1. 2. 3. 4.			

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:	
Evaluatee's Comments.	
	mative Evaluation and have had an opportunity to discuss it in signature does not imply agreement or disagreement with the
Signature of Evaluatee	Date
I have discussed the content of this report in a con	nterence with the evaluatee.
Signature of Evaluator	 Date

Montgomery County Schools Formative Media Specialist Data Collection Form

Media Specialist	
Date of Observation	
School	
SCHOOL	
STANDARD 1: IMPLEMENTATION	s 🗆 ni 🗆 u 🗀
1.1 Plans cooperatively to establish instructional needs and	
provide curricular-related LMC activities	
Data from observation	L
STANDARD 2: RESOURCES	S□ NI□ U□
2.1 Coordinates request to expend funding	2.3 Utilizes online databases to provide
through a written collection development plan	current resources
2.2 Catalogs or inventories all resources and equipment to provide more cost	2.3 Collaborates in selecting and sharing resources with other libraries and the community
effective purchasing and to provide	other noraries and the community
access for all teachers and LMSs	
Data from observation	

STANDARD 3: TECHNOLOGY	S □ NI□ U □
SIM DIRD S. ILCHI (OLOGI	5 — 14 — 6 —
3.1 Provides leadership in the long-range	3.3 Facilitates production and distribution facilities
planning for the use of technology as the	and equipment
information technology specialist in the school	
3.2 Establishes networks with school, public and	
academic libraries to utilize telecommunications	
to access on-line services	
Data from observation	
STANDARD 4: ENVIRONMENT	S□ NI□ U□
4.1 Arranges the LMC in an attractive and efficient way to	4.3 Seeks student input to create an inviting environment in
provide a welcoming and enriching environment	order to promote student ownership
4.2 Promotes interest in utilization of the LMC with	4.4 Uses a variety of management techniques that foster
motivational activities and displays of student work	individual responsibility and cooperation
Data from observation	
STANDARD 5: STAFFING	$S \square NI \square U \square$
5.1 Provides input for selection, training and supervision of	
clerical staff, including community	
and student volunteers	
Data from observation	
1	

STANDARD 6: PROVIDES FOR INFORMATION LI INTEGRATION INTO THE CURRICULUM	TERACY THROUGH S - NI - U -
6.1 Recommends innovative activities and varied resources to integrate information skills into the curriculum	6.2 Remains abreast of current professional issues by participating in appropriate professional development activities and implements strategies as evidenced on the Reflection Log.
Data from observation	
STANDARD 7: GOVERNANCE/MANAGEMENT	$S \square NI \square U \square$
7.1 Organizes a school LMC Advisory Committee that	7.5 Requests, with supporting rationale, appropriate
includes administration and teachers which develops	funding and staffing from administration
immediate and long-range goals and evaluates the LMC program. As an option, these responsibilities could be	
assigned to the SBDM curriculum committee	
7.2 Supports the school's mission and goals	7.6 Serves on School-Based Decision Making Council and/or participates in the decision-making
7.2 Demonstrates aggountability through written reports to	process at the local school
7.3 Demonstrates accountability through written reports to administration/SBDM	
7.4 Plans the budget to effectively utilize funds	
Data from observation	,

STANDARD 8: IMPLEMENTATION OF TECHNOLOGICAL	OGY S I NI U I
8.1 Operates a multimedia computer and peripherals to	8.8 Requests and uses appropriate assistive and adaptive
install and use a variety of software.	devices for students with special needs.
8.2 Uses terminology related to computers and technology	8.9 Designs lessons that include technology and human
appropriately in written and verbal communication.	issues to address diverse students needs and different
	learning styles.
8.3 Demonstrates knowledge of the use of technology in	8.10 Practices equitable, and legal use of district
business, industry, and society.	computers and technology in both
	professional and personal activities.
8.4 Demonstrates basic knowledge of computer/peripheral	8.11 Facilitates the lifelong learning of self and
parts and attends to simple connections and	others through the use of technology.
installations.	
8.5 Creates multimedia presentations using scanners, digital	8.12 Explores, uses, and evaluates technology resources:
camera, and video cameras.	software, applications, and related documentation.
8.6 Uses the computer to do word processing, create	8.13 Applies research-based instructional practices that use
databases and spreadsheets, access electronic	computer and other technology.
mail and the Internet, make presentations, and use	
other emerging technologies to enhance professional productivity and support instruction.	
8.7 Uses computers and other technologies such as	
interactive instruction, audio-video conferencing,	
and other distance learning applications to enhance	
professional productivity and support instruction.	
Data from observation	

STANDARD 9: DEMONSTRATES PROFESSIONAL	LEAD	ERSHIP S IN IN U
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9.1 Builds positive relationships within and between school	9.9	Practices effective listening, conflict resolution,
and community.		and group facilitation skills as a team leader.
9.2 Promotes leadership potential in colleagues.		Adheres to professional code of ethics.
9.3 Participates in professional organizations and activities.	9.11	Demonstrates punctuality and good attendance.
9.4 Writes and speaks effectively.	0.12	Performs duties consistent with the goals for
7.4 Writes and speaks effectively.	7.12	Kentuckystudents and the mission of the school,
		local community, laws and administrative
		regulations.
9.5 Contributes to the professional knowledge and	9.13	Nurtures and demonstrates respect for student
expertise about teaching and learning.		diversity and individual differences.
9.6 Guides the development of curriculum	9.14	Demonstrates knowledge and understanding of the
and instructional materials.		role of Media Specialist.
9.7 Participates in policy design and development at	9.15	Adheres to district policy with regard to dress and
the local school, within professional organizations,		appearance.
and/or within community organizations with educationally related activities.		
9.8 Initiates and develops educational projects and		
programs.		
Data from observation		