Media Specialist Evaluation Instrument

Please note: Sample Indicators listed with each "Essential Duty" are examples of how a media specialist may carry out that specific duty. Sample Indicators are not required.

**Key:** EX=Exemplary  
S=Satisfactory  
NI= Needs Improvement  
U=Unsatisfactory

**ROLE: TEACHING AND LEARNING**

1. Plans and works collaboratively with classroom teachers to integrate literature, resources, and information literacy skills into the curriculum in accordance with state standards.

   **Sample Indicators:**
   - A. Utilizes appropriate record of instructional planning with classroom teachers
   - B. Assists with instruction and evaluation of collaboratively planned units
   - C. Assists teachers in the selection and utilization of appropriate resources
   - D. Recommends strategies for the integration of resources and technology into instruction

2. Promotes literature, reading and intellectual freedom through a variety of activities

   **Sample Indicators:**
   - A. Schedules events and activities to promote reading
   - B. Provides reader advisory services (examples – recommendations, composing bibliographies and databases)
   - C. Creates displays and/or multimedia related to the media program
   - D. Promotes reading across the curriculum
ROLE: TEACHING AND LEARNING
3. Develops and provides instructional opportunities with information technologies for staff and students.

Sample Indicators:
A. Assists students and staff in the access and utilization of resources and new technologies
B. Provides orientation for new students and staff as needed
C. Promotes awareness of other resources such as public and college libraries, online services and community resources
D. Disseminates information regarding electronic and digital resources
E. Facilitates research tasks that include proper use of online resources

ROLE: TEACHING AND LEARNING
4. Collaborates with teachers and students in production of instructional projects and resources.

Sample Indicators:
A. Assists student and staff with production activities
B. Provides instruction in production techniques using a variety of formats
C. Provides instruction in ethical and legal use of information
D. Encourages the use of an information literacy process or steps with consideration for a research model, such as Big6 or I-Search

ROLE: PROGRAM ADMINISTRATION
5. Provides instructional leadership and plans for the use of library media/technology resources and needs as a member of the school technology committee.

Sample Indicators:
A. Assists in identifying resources that support the curriculum
B. Assists in identifying resources needed for information literacy skills development

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ROLE: PROGRAM ADMINISTRATION
6. Leads the media committee in the development, evaluation, and revision of the media plan, policies, procedures and services of the media program and media center.

Sample Indicators:
A. Sets short and long term goals for the media services program
B. Seeks input from and informs students, staff and community about the media center, its resources, services, programs and activities
C. Maintains and uses statistical reports for instructional and budgetary planning
D. Coordinates the procedure for challenged materials
E. Disseminates current information about copyright law to staff and students as appropriate
F. Seeks input from all stakeholders on strengths and weaknesses of the media program as a form of evaluation

ROLE: PROGRAM ADMINISTRATION
7. Seeks opportunities to increase professional skills as a media specialist and as a professional educator.

Sample Indicators:
A. Maintains membership in professional organizations such as GLMA, GAIT, ALA, AASL, AECT
B. Participates actively in professional organizations
C. Attends local workshops and professional conferences such as GaCOMO, GAETC, or state literature conferences
D. Maintains membership in a state and/or national library/media listserv
E. Reads professional journals

ROLE: PROGRAM ADMINISTRATION
8. Administers and maintains a center and program that fosters a positive learning environment while maintaining a flexible schedule as mandated by Georgia state codes.

Sample Indicators:
A. Maintains an attractive, student-centered media center
B. Meets the instructional and individual needs of students
C. Promotes lifelong learning
D. Insures accessibility to the media center and its materials for a diverse student population and makes provisions for those with special needs

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ROLE: PROGRAM ADMINISTRATION
9. Ensures effective organization and accessibility of the library/media center and resources
Sample Indicators:
A. Maintains the media center database in a manner that promotes effective identification and location of materials
B. Catalogs and processes resources purchased for circulation
C. Facilitates the equitable circulation and distribution of media materials, resources and equipment
D. Inspects, maintains and weeds media center collection using the current curriculum and student interest as a guide

ROLE: PROGRAM ADMINISTRATION
10. Selects and orders resources consistent with system policies and school curricular needs
Sample Indicators:
A. Analyzes the library/media center collection based on curriculum and instructional needs
B. Seeks input for collection development and uses appropriate selection tools
C. Maintains a consideration file for future purchases
D. Develops and administers the media center budget in collaboration with the media committee
E. Provides assistance with equipment, software and hardware evaluation and acquisition
F. Ensures timely submission of completed media center purchase orders

ROLE: PROGRAM ADMINISTRATION
11. Provides leadership and supervision for media center staff
Sample Indicators:
A. Assists with interviews and evaluations
B. Ensures proper training
C. Provides ongoing supervision and guidance

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