

# Media Coordinator Performance Appraisal Instrument - Revised

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Media Coordinator's Name

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School

## INSTRUCTIONS

- Based on the evidence from observation, documentation, and discussion, the evaluator will rate the media coordinator's performance on the 3 major functions listed below.
- The evaluator must add pertinent comments at the end of each major function.
- The media coordinator must be provided an opportunity to react to the evaluator's ratings and comments.
- The evaluator and media coordinator must review and discuss the results of the appraisal and any recommended actions pertinent to it.
- The evaluator and media coordinator must sign the instrument in the assigned spaces.
- The instrument must be filed in the media coordinator's personnel folder.
- The rating scale's four Levels of Performance are described below.

## RATING SCALE

### Above Standard

Performance is consistently above defined job expectations. The media coordinator demonstrates outstanding teaching practice and program management skills. The media coordinator seeks to provide leadership; take initiative; expand scope of competencies; and undertakes additional, appropriate responsibilities.

### At Standard

Performance is consistently adequate/acceptable. Teaching practices fully meet all performance expectations at an acceptable level. The media coordinator maintains an adequate scope of competencies and performs additional responsibilities as assigned.

### Below Standard

Performance within this function is sometimes inadequate/unacceptable and needs improvement. The media coordinator requires supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.

### Unsatisfactory

Performance is consistently inadequate/unacceptable and most practices require considerable improvement to meet minimum performance expectations. The media coordinator requires close and frequent supervision in the performance of all responsibilities.

MAJOR FUNCTION: Planning and Facilitating Teaching and Learning	Above Standard	At Standard	Below Standard	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1.1 Assesses learning and information needs of students and staff
- 1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals
- 1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator
- 1.4 Instructs students and staff in the effective use of the media center and its resources
- 1.5 Incorporates information literacy into day-to-day instruction
- 1.6 Advocates and promotes reading and life-long learning through motivational activities
- 1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning
- 1.8 Follows a plan for personal professional development and actively seeks out opportunities to grow professionally

Comments:

MAJOR FUNCTION: Planning and Facilitating Information Access and Delivery, Evaluation, and Use	Above Standard	At Standard	Below Standard	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2.1 Creates and maintains an environment conducive to learning
- 2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously
- 2.3 Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
- 2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access
- 2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
- 2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- 2.7 Advocates the principles of intellectual freedom

Comments:

MAJOR FUNCTION: Planning and Facilitating Program Administration	Above Standard	At Standard	Below Standard	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3.1 Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities
- 3.2 Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs
- 3.3 Evaluate and select resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students
- 3.4 Maintains a collection addressing curricular needs and learning goals
- 3.5 Evaluates the school library media program on a continual basis according to accepted standards of quality
- 3.6 Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals
- 3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program
- 3.8 Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program
- 3.9 Prepares and submits accurate reports as required
- 3.10 Adheres to established laws, policies, rules, and regulations
- 3.11 Carries out non-instructional duties as assigned and/or as need is perceived

Comments:

Evaluator's Summary Comments

Media Coordinator's Reaction to Evaluation:

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Evaluator's Signature and Date

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Media Coordinator's Signature and Date  
Signature indicates the evaluation was reviewed and discussed.