

**BERING STRAIT SCHOOL DISTRICT  
MEDIA SPECIALIST EVALUATION<sup>1</sup>**

**Teacher** \_\_\_\_\_ **School** \_\_\_\_\_ **Date** \_\_\_\_\_

- Key (1) Exemplary: Performance is beyond states criteria and exceeds what is reasonably expected.  
 (2) Effective: The performance criteria are met.  
 \*(3) Needs Improv: Performance is generally below the criteria of what is expected.  
 \*(4) Unsatisfactory: Performance does not meet district Criteria.

(Note\*: Items 3 and 4 require a written plan for improvement).

Performance Criteria

	1	2	3	4
<b>Part I Instruction</b>				
1. Instructs individuals and groups in library skills and methods of research				
2. Provides reference services to students, staff and administration				
3. Plans learning activities with professional staff				
4. Plans and organizes in-service training (for staff and administration)				
5. Serves as a consultant on instructional materials to staff and administration				
6. Provides a functional and attractive media center				
7. Publicizes new services, acquisitions and media events				
8. Adapts available resources to the curriculum				
<b>Part II Management</b>				
1. Develops and implements goals and policies of the media center				
2. Keeps administrators aware of the needs of the media center through reports and budget				
3. Organizes materials and equipment for ease of accessibility and circulation				
4. Cooperates with students, staff and administration				
5. Maintains good public relations				
6. Makes use of networking				
7. Selects and purchases materials and equipment				
8. Effectively supervises and uses the Media Secretary				
<b>Part III Parent/Community Relationships</b>				
1. Utilizes community services and resources				
2. Is tolerant and understanding of village lifestyles				
3. Maintains positive community relationships				
4. Participates in community functions and activities				
5. Willingly learns to deal with the local community and its needs				
<b>Part IV Personal Characteristics/General School Service</b>				
1. Demonstrates emotional stability, self control and good judgement				
2. Is self-reliant, yet flexible/able to adapt to the village setting				
3. Is open minded and accepting of cultural differences				
4. Shows patience, tact and consideration for others				
5. Spends the time necessary to do the job				
6. Willingly works with and shares with others				
7. Is accurate and prompt with required reports and duties				
8. Demonstrates a professional and ethical attitude				
9. Contributes and shares in co-curricular activities				
10. Understands the need for personal/professional growth, self-renewal and recreation				
11. Maintains adequate health and work attendance				
12. Shows enthusiasm for the profession				

<sup>1</sup> Supplied by Roz Goodman, previous District Media Coordinator, Bering Straits School District.