

Library Media Specialist	LIBRARY MEDIA SPECIALIST APPRAISAL FORM			
Last Name	First Name	Social Security Number		
School Campus	Years on this campus	Total years in Librarian Field		
DOMAINS	DOMAIN			CREDIT TOTALS
Domain 1	INSTRUCTION AND READING MOTIVATION			0
Domain 2	COLLECTION DEVELOPMENT AND CURRICULUM SUPPORT			0
Domain 3	PROFESSIONAL DEVELOPMENT			0
Domain 4	COLLABORATION			0
Domain 5	COMMUNICATION			0
Domain 6	TECHNOLOGY			0
Domain 7	FACILITIES			0
Domain 8	SPECIAL PROJECTS			0
DOMAINS	GRAND TOTAL			0

175 - 215	Performance consistently Exceeds Expectations	Does Not Apply
105 - 174	Performance is Consistently Proficient	Does Not Apply
45 - 104	Performance Needs Improvements	Does Not Apply
0 - 44	Performance is Unsatisfactory	UNSATISFACTORY

DOMAIN 1: INSTRUCTION AND READING MOTIVATION	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. LMS emphasizes the value and importance of information literacy through reading motivation activities, exhibits, and/or displays.					0
2. LMS integrates library information skills with classroom instruction					0
3. LMS makes instructional content learner-centered (e.g. relates to the interests and varied characteristics of students).					0

4. LMS uses instructional strategies to promote critical thinking and problem solving.					0
5. LMS uses motivational techniques to engage students successfully and actively in the learning process.					0
6. LMS encourages staff and students in production of various products, including multimedia products.					0
7. LMS makes appropriate and effective use of available technology as part of the instructional process.					0
8. LMS promotes student respect for the principles of intellectual freedom and intellectual property rights.					0
9. LMS provides guidance in the use of print and electronic reference tools and research techniques with the objective of developing competent, self-directed library users.					0
10. LMS provides class, group, and individual instruction in using library media center resources.					0
11. LMS employs a scheduling model to allow maximum learning for students at their point of need.					0
DOMAIN I TOTAL: INSTRUCTION AND READING MOTIVATION TOTAL					0
Total::46 to 55 = Exceeds Expectations		23 to 45 = Proficient		7 to 22 = Needs Improvement	0 to 6 = Unsatisfactory

DOMAIN II: COLLECTION DEVELOPMENT AND CURRICULUM SUPPORT	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. LMS strives to maintain a current, balanced collection that supports a diverse curriculum, reflects up-to-date information, and meets students' needs.					0
2. LMS selects, adapts and aligns instructional materials and activities that are correlated with appropriate TEKS/TAKS objectives.					0

3 LMS follows district-adopted board-approved selection policies.					0
4 LMS regularly weeds dated and worn materials.					0
DOMAIN II TOTAL: COLLECTION DEVELOPMENT AND CURRICULUM SUPPORT					0
Total::17 to 20 = Exceeds Expectations	8 to 16 = Proficient	4 to 7 = Needs Improvement	0 to 3 = Unsatisfactory		

DOMAIN III: PROFESSIONAL DEVELOPMENT	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. LMS successfully seeks out and engages in professional development activities that correlate with the goals of the campus and the district.					0
2. LMS participates in professional organizations.					0
3. LMS applies new techniques and skills acquired in monthly training, workshops, and professional conferences.					0
4. LMS offers colleagues opportunities for professional growth and development.					0
DOMAIN III TOTAL: PROFESSIONAL DEVELOPMENT					0
Total::17 to 20 = Exceeds Expectations	8 to 16 = Proficient	4 to 7 = Needs Improvement	0 to 3 = Unsatisfactory		

DOMAIN IV: COLLABORATION	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1 LMS communicates and documents collaboration with staff to plan resources and instruction to support curriculum.					0
2 LMS works with colleagues and other professionals toward overall improvement of student performance and success.					0
3 LMS collaborates with other librarians to share resources.					0
DOMAIN IV TOTAL: COLLABORATION					0
Total::13 to 15 = Exceeds Expectations	7 to 12 = Proficient	3 to 6 = Needs Improvement	0 to 2 = Unsatisfactory		

DOMAIN V: COMMUNICATION	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. LMS uses appropriate and accurate written, verbal, and non-verbal modes of communication with students, parents, staff, community members and other professionals.					0
2 LMS informs faculty and students of new additions to the collection and special services that are available.					0
3. LMS promotes a positive, high profile image for the library.					0
DOMAIN V TOTAL: COMMUNICATION					0
Total::13 to 15 = Exceeds Expectations	7 to 12 = Proficient		3 to 6 = Needs Improvement		0 to 2 = Unsatisfactory

DOMAIN VI: TECHNOLOGY	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. LMS provides training and access to resources via worldwide networks.					0
2. LMS demonstrates knowledge of and troubleshoots AV hardware and materials.					0
3. LMS makes use of district technology support personnel and resources.					0
4. LMS offers colleagues opportunities for technology learning and development.					0
DOMAIN VI TOTAL: TECHNOLOGY					0
Total::17 to 20 = Exceeds Expectations	8 to 16 = Proficient		4 to 7 = Needs Improvement		0 to 3 = Unsatisfactory

DOMAIN VII. FACILITIES MANAGEMENT AND BUDGET	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
1. The LMS prepares, maintains, and submits reports dealing with circulation statistics, library use, staff feedback and inventory according to district policy.					0
2. LMS effectively and efficiently manages time, materials, and personnel.					0

3. LMS facilitates interlibrary loan requests.					0
4. LMS effectively implements the discipline-management procedures approved by the campus.					0
5. LMS establishes a physically attractive, orderly environment which promotes and encourages self-discipline and self-directed learning.					0
6. LMS complies with all policies, operating procedures, and legal requirements (national, state, district, and campus). Compliance is presumed unless otherwise documented.					0
7. LMS administers library media center budgets effectively and efficiently according to priorities of the instructional program and the established district business practices.					0
8. LMS modifies library policies or procedures to meet special situations.					0
9. Campus Performance Rating: (Exemplary=5; Recognized=4; Acceptable=3; Low=1)					0
DOMAIN VII TOTAL. FACILITIES MANAGEMENT AND BUDGET					0
Total::38 to 45 = Exceeds Expectations	19 to 37 = Proficient	6 to 18 = Needs			0 to 5 = Unsatisfactory

DOMAIN VIII: SPECIAL PROJECTS (BEYOND THE LMS JOB DESCRIPTION)	EXCEEDS EXPEC. (5)	PROFICIENT (3)	NEEDS IMPROV (1)	UNSATIS (0)	SCORE
Describe projects and job responsibilities beyond the LMS job description:					
DOMAIN VIII: SPECIAL PROJECTS (BEYOND THE LMS JOB DESCRIPTION)					
Total::19 to 25 = Exceeds Expectations	14 to 18 = Proficient	7 to 13 = Needs Improve.			0 to 6 = Unsatisfactory

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF APPRAISER

DATE