Victoria Independent School District Librarian Evaluation

Name ______________________ . Date _________________________________

School __________________ Evaluator _______________________________

Overall Evaluation _____________________________

5 - Exceeds Expectations - Almost all the time                           90-100
4 - Proficient - Most of the time                                                   80-89
3 - Below Expectations - some of the time                           50-79
2 - Unacceptable - Less than half the time                           49 or less

Criterion I: INSTRUCTIONAL RESPONSIBILITIES

A. Creates appropriate learning environment in the Library  2  3  4  5
B. Assists with the overall disciplining of students  2  3  4  5
C. Supports reading programs at all grade levels where appropriate  2  3  4  5
D. Provides library skill instruction (usage skills) for classes or individuals  2  3  4  5
E. Provides instructions and user guidance in locating resources (location skills) in the library  2  3  4  5
F. Provides instruction and user guidance in the use of references tools and research techniques (reference skills) for classes or individuals  2  3  4  5
G. Establishes positive interpersonal relationships with staff and students  2  3  4  5

Criterion II: MATERIALS ACQUISITION AND PROCESSING

A. Builds the Library collection, both print and non-print, to support and enrich the curriculum; support the state and local testing system, and to provide extracurricular reading  2  3  4  5
B. Implement and maintain the automated library management system  2  3  4  5
C. Exhibits current knowledge of Texas State Library and Archives Commission and district requirements for library  2  3  4  5
D. Maintains an inventory of all print and non-print materials and audio visual equipments designated as library materials  2  3  4  5
Criterion III: MANAGEMENT

A. Promotes the effective use of the Library
   1. Informs school staff of the resources and services of the Library
   2. Schedules the Library effectively
   3. Supervises support staff, volunteers, and students Assistants

B. Maintains circulation procedures which serve the students and staff

C. Demonstrates adherence to established timeline and procedures
   1. Forms appropriate to the level are turn in on time,
      i.e., lessons plans, grade reports, business office forms, etc.
   2. Maintains accurate budget records
   3. Expends all budget allocations within established timelines
   4. Completes records accurately and on time

D. Maintains bookshelves, work stations, and media storage for efficient access

LIBRARIAN COMMENTS:

EVALUATOR COMMENTS:

Librarian's Signature:          Date:

Evaluator's Signature:         Date: