

MERCEDES I.S.D.	LIBRARIAN PERFORMANCE APPRAISAL
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Name _____

Evaluation Year _____

Position _____

Department/Campus _____

Evaluator _____

Title _____

- Rating Scale:**
- SR** Special Recognition
 - 4** Good Performance
 - 3** Satisfactory
 - 2** Needs Improvement
 - 1** Unsatisfactory

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (SR) Special Recognition, (2) Needs Improvement, and (1) Unsatisfactory.

Rating	General Responsibilities and Skills
	<p>Performance area: School and community relations Participates in school and community activities Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority</p> <p>Comments:</p>
	<p>Performance area: Planning and organization Sets goals with supervisor Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis</p> <p>Comments:</p>
	<p>Performance area: Communication Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program related to the district's mission and goals Promotes positive interactions with the community</p> <p>Comments:</p>

	<p>Performance area: Job knowledge and skills Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility</p> <p>Comments:</p>
	<p>Performance area: Professional growth and development Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas</p> <p>Comments:</p>
<p>SPECIALIZED RESPONSIBILITIES AND SKILLS</p>	
	<p>Performance area: Effectively plans the campus library program to meet identified needs Assesses library program needs based on state accreditation standards and district and campus goals Assesses the physical facility needs of the library based on current inventory, facility conditions, and additional books and equipment needed Prepares and submits annually a proposed budget for library resources and furnishings based on assessed needs Formulates goals for student instruction Confers regularly with campus administration to review and revise program</p> <p>Comments:</p>
	<p>Performance area: Demonstrates ability to implement the campus library program to support district and campus mission and goals Selects resources that reflect the priorities of the campus instructional program Organizes an effective library program that consistently maximizes student learning Evaluates the library collection to ensure that it is current, attractive, and well-balanced Disseminates information regarding new library acquisitions Maintains circulation procedures that result in high rate of book and material return Maintains a cataloging system that provides easy access to materials and equipment Establishes guidelines for checking out materials and equipment</p> <p>Comments:</p>

	<p>Performance area: Demonstrates proficiency in library science skills</p>
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