

# LAFAYETTE PARISH SCHOOL BOARD LIBRARIAN EVALUATION/SELF-EVALUATION FORM

0-3 Years \_\_\_\_ 4+ Years \_\_\_\_

Evaluatee \_\_\_\_\_ School \_\_\_\_\_

Position \_\_\_\_\_ Grade \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

Use one of the following codes in each blank below:

[ SP (Successful Performance), NI (Needs Improvement), UP (Unsatisfactory Performance), NR (Not Related) ]

A summary of Commendations/Recommendations must be written under the comments section. A narrative explanation of each NI or UP rating must be written under the comments section.

**I. Planning**

- \_\_\_\_\_ A. Provides a basis for long range library program changes and development
- \_\_\_\_\_ B. Coordinates the evaluation, selection, acquisition, processing, and utilization of print and non-print media and related equipment

**II. Management**

- \_\_\_\_\_ A. Formulates and implements library policies
- \_\_\_\_\_ B. Helps to maintain school properties, facilities, and instructional equipment
- \_\_\_\_\_ C. Strives to maintain an attractive, interesting, and inviting atmosphere
- \_\_\_\_\_ D. Selects, trains, and supervises library personnel, aids, and student workers
- \_\_\_\_\_ E. Assists the administration in implementing policies and rules governing student life and conduct

**III. Instruction**

- \_\_\_\_\_ A. Provides instructions in the use of media and equipment to both students and professional co-workers
- \_\_\_\_\_ B. Develops, implements, and maintains library programs and media collections supporting the school's educational goals
- \_\_\_\_\_ C. Creates a positive teacher-pupil relationship through effective interaction, communication, and development of acceptable behavior

**IV. Professional Development**

- \_\_\_\_\_ A. Has collaboratively developed a Professional Growth Plan (s) with administrator
- \_\_\_\_\_ B. Effectively implements procedures to attain objectives in the Professional Growth Plan
- \_\_\_\_\_ C. Pursues professional growth through study, knowledge of current developments, and participation in professional organizations and activities
- \_\_\_\_\_ D. Possesses and maintains appropriate language skills promoting excellence in communications

**V. School and Community**

- \_\_\_\_\_ A. Performs duties assigned by principal in a punctual and effective manner
- \_\_\_\_\_ B. Attends required meetings
- \_\_\_\_\_ C. Works effectively with school administrators, co-workers, and parents
- \_\_\_\_\_ D. Uses school and community resources to enhance student learning

**Comments by Evaluator:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Commendations/Recommendations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Evaluation (check one):**  Successful Performance  Needs Improvement  Unsatisfactory Performance  
An analysis of this evaluation indicates an intensive assistance program is needed.  Yes  No

**Comments by Evaluatee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and discussed the content of this evaluation form. My signature denotes neither agreement nor disagreement. It does indicate that I have received a copy of this form.

Self-evaluation to be placed in official file: Yes  No  Self-evaluation to be placed in unofficial file: Yes  No

Signature of Evaluatee \_\_\_\_\_ Date \_\_\_\_\_

If Self-Evaluation, initial of Principal/Supervisor/Evaluator denotes receipt of Self-Evaluation \_\_\_\_\_ Date \_\_\_\_\_

Copy distribution: White - Personnel Office Pink - Evaluatee Yellow - Evaluator 6/200