

YOUR CITY/COUNTY PUBLIC SCHOOLS
PERFORMANCE APPRAISAL INSTRUMENT
MEDIA ASSISTANT

NAME: Mr. John Doe

SS#: ____-____-____

DATE: December 15, 2007

SCHOOL YEAR: 2007/2008

Supervising Media Coordinator _____

INSTRUCTIONS:

1. The evaluator is to rate the Media Assistant on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The Media Assistant is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the Media Assistant must discuss the results of the appraisal and any recommended action pertinent to it.
5. The Media Assistant and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the Media Assistant's personnel folder.

RATING SCALE

- | | | |
|-------------------|------------------------|----------------|
| 1. Unsatisfactory | 2. Below Standard | 3. At Standard |
| 4. Above Standard | 5. Well Above Standard | 6. Superior |

MAJOR FUNCTIONS:

1. CIRCULATING MATERIALS	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 1.1 Operates automated circulation system.
- 1.2 prepares and distributes circulation reports including overdue notices as required.
- 1.3 Collects and distributes materials and equipment.

COMMENTS:

Mr. John Doe
 December 15, 2007
 PAGE 2

2. ORDERING AND PROCESSING MATERIALS	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 2.1 Helps maintain 'want' list.
- 2.2 Types purchase orders and/or requisitions.
- 2.3 Unpacks new materials and checks invoices.
- 2.4 Prepares catalog cards when necessary using computerized catalog card program.
- 2.5 Carries out procedures for processing and automated circulation of materials as requested.
- 2.6 Files shelflist and catalog cards.

COMMENTS:

3. MAINTAINING THE COLLECTION	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 3.1 Ensures correct and orderly shelving of materials.
- 3.2 Assists in taking inventory, including maintenance of fixed assets.
- 3.3 Performs simple repair procedures on materials and equipment.
- 3.4 Prepares materials for the information file.
- 3.5 Checks in periodicals and prepares them for circulation.
- 3.6 Maintains inventory of processing and library supplies.
- 3.7 Maintains publisher/producer files and catalogs.

COMMENTS:

Mr. John Doe
 December 15, 2007
 PAGE 3

4. WORKING WITH STUDENTS AND TEACHERS	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 4.1 Helps students and teachers locate materials.
- 4.2 Assists in supervising the student pass system, student assistants and volunteers.
- 4.3 Assists in group instruction of students as requested.
- 4.4 Provides instruction and assistance in media skills to individual students and teachers.
- 4.5 Assists in the scheduling and operation of equipment including microcomputers, instructional televisions, and video cameras.
- 4.6 Assists in the production of media such as computer diskettes, audio and video recordings, transparencies, and learning centers.

COMMENTS:

5. OTHER	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 5.1 Prepares bibliographies, reports, correspondence, worksheets using data bases and word processing programs.
- 5.2 Processes incoming mail.
- 5.3 Plans and assists with bulletin boards, displays and exhibits.
- 5.4 Helps with housekeeping chores.
- 5.5 Carries out bookkeeping and accounting responsibilities as required.

COMMENTS:

Mr. John Doe
December 15, 2007
PAGE 4

6. WORK RELATIONSHIPS	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 6.1 Establishes and maintains good working relationships with teachers, students, parents, and administrators.
- 6.2 Is dependable in carrying out work assignments.
- 6.3 Works independently without constant supervision.
- 6.4 Uses time effectively.
- 6.5 Is punctual.
- 6.6 Is involved in the total school program as requested.

COMMENTS:

S U M M A R Y C O M M E N T S

Evaluator's Summary Comments:

Line 1.
Line 2.

Media Assistant's Reaction to Evaluation:

ACKNOWLEDGEMENT: I have reviewed this evaluation report and understand it will be placed in my personnel file. I also understand that I have the right to react to the evaluation in writing. Receipt of this document will be acknowledged in writing and all written communications will be placed in my personnel file.

My signature indicates that I have seen the written evaluation and have discussed it with the evaluator. My signature does not imply my agreement or disagreement with this evaluation.

Signed _____	____/____/____
Media Assistant	Date
Signed _____	____/____/____
Evaluator	Date

Mr. John Doe
December 15, 2007
PAGE 5

Levels of Performance

6. SUPERIOR

Performance within this function area is consistently outstanding. Practices are demonstrated at the highest level of performance. Media Assistant continuously seeks to expand scope of competencies and constantly undertakes additional, appropriate responsibilities.

5. WELL ABOVE STANDARD

Performance within this function area is frequently outstanding. Some practices are demonstrated at the highest level while others are at a consistently high level. Media Assistant frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

4. ABOVE STANDARD

Performance within this function area is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. Media Assistant sometimes seeks to expand scope of competencies and performs additional responsibilities as assigned.

3. AT STANDARD

Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. Media Assistant maintains an adequate scope of competencies, and performs additional responsibilities as assigned.

2. BELOW STANDARD

Performance within this function area is sometimes inadequate/unacceptable and needs improvement. Media Assistant requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

1. UNSATISFACTORY

Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. Media Assistant requires close and frequent supervision in the performance of all responsibilities.