

**WENATCHEE SCHOOL DISTRICT #246  
LIBRARIANS EVALUATION REPORT**

**Type of Evaluation**

\_\_\_\_\_ Annual  
\_\_\_\_\_ 90-Day  
\_\_\_\_\_ Other

Name \_\_\_\_\_

School(s) \_\_\_\_\_

Assignment (Title) \_\_\_\_\_

**Description of Responsibilities:**

**Observation Record:** A minimum of three (3) observations except for employees who are probationary, provisional or noncontinuing status. These employees will have a minimum of six (6) observations.

Date _____	Class/Activity _____	Length of Observation _____
Date _____	Class/Activity _____	Length of Observation _____
Date _____	Class/Activity _____	Length of Observation _____
Date _____	Class/Activity _____	Length of Observation _____
Date _____	Class/Activity _____	Length of Observation _____
Date _____	Class/Activity _____	Length of Observation _____

It is my judgment, based upon adopted criteria, that this certificated employee's overall performance has been \_\_\_\_\_.  
Satisfactory/Unsatisfactory

Date \_\_\_\_\_ Evaluator \_\_\_\_\_

Date \_\_\_\_\_ Certificated Employee \_\_\_\_\_

(My signature indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.)

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Criteria 1: SPECIALIZED SKILL The employee demonstrates competency (knowledge and skill) in designing and conducting activities related to the work assignment.

- 1.1 Organizes the work/case load to accomplish assigned tasks in an effective and timely manner;
- 1.2 Plans and effectively manages all work activities in accord with legal requirements and district practices;
- 1.3 Uses assessment/evaluation techniques and data appropriately;
- 1.4 Establishes immediate and long range objectives for major responsibilities;
- 1.5 Involves others appropriately in carrying out major responsibilities;
- 1.6 Uses reviews from approved, professional sources in the selection of materials and equipment;
- 1.7 Selects materials and equipment appropriate to the needs of all students and staff, including minorities, disadvantaged, handicapped, gifted and others;
- 1.8 Plans and effectively manages a variety of instructional activities appropriate to specified learning objectives.

UNSATISFACTORY \_\_\_\_

SATISFACTORY \_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

Criteria 2: PROFESSIONAL PREPARATION/KNOWLEDGE OF SPECIALIZED FIELD

The employee demonstrates a knowledge of educational theory and specialized field/techniques.

- 2.1 Possesses and maintains competence and working knowledge of specialized field;
- 2.2 Pursues continued professional development;
- 2.3 Understands and articulates relationship between specialized field and related disciplines;
- 2.4 Uses inservice opportunities and input from colleagues.

UNSATISFACTORY\_\_\_

SATISFACTORY\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

Criteria 3: SPECIAL ENVIRONMENT The employee demonstrates competency (knowledge and skill) in organizing and managing the technical human elements to promote a positive learning environment.

- 3.1 Establishes clear expectations for students and other personnel within framework of work responsibility;
- 3.2 Is consistent and fair in dealing with student discipline;
- 3.3 Makes effective use of specialized materials and equipment;
- 3.4 Demonstrates skill in human relations;
- 3.5 Strives to make the Library Media Center an inviting place conducive to learning;
- 3.6 Keeps collection as current as funding permits;
- 3.7 Weeds collection regularly to discard worn or out of date materials and equipment.

UNSATISFACTORY\_\_\_

SATISFACTORY\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

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Criteria 4: EDUCTIONAL LEADERSHIP The employee promotes professional growth by demonstrating interest in work assignment and developing positive collegial relationships.

- 4.1 Has made sufficient progress to complete professional goals;
- 4.2 Accepts constructive criticism and implements suggestions for improvement;
- 4.3 Shares school responsibilities as appropriate for the time spent in building;
- 4.4 Acts as resource and referral to other district personnel and outside agencies;
- 4.5 Participates in professional organizations.

UNSATISFACTORY \_\_\_\_

SATISFACTORY \_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

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Criteria 5: PARENT – COMMUNITY INVOLVEMENT      The employee fosters  
Communication with parents and community.

5.1      Acts as a resource to parents and keeps them informed of student  
            progress;

5.2      Promotes positive school-community relationships.

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UNSATISFACTORY \_\_\_\_

SATISFACTORY \_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):