

Library Media Specialist
PROFESSIONAL PERFORMANCE DESCRIPTION

Library Media Specialist _____ **Date** _____

Administrator/Supervisor _____ **Title** _____

Directions to the Administrator or Supervisor:

Please respond to each of the following statements regarding this library media specialist; include specific examples wherever appropriate. Submit your completed form to the designated evaluator(s) by the date specified by your school district.

1. Describe the extent to which this library media specialist has developed and maintained positive professional relationships with colleagues, students, parents, and other members of the learning community.

2. Describe the extent to which this library media specialist follows professional and ethical guidelines.

3. Describe the extent to which this library media specialist performs appropriate/ required job responsibilities.

4. Describe the extent to which this library media specialist demonstrates responsible work habits (e.g., time management, punctuality, dependability, attendance).

5. Describe the extent to which this library media specialist contributes to the well-being of the students and to the benefit of the overall school community.