

## MEDIA ASSISTANT FEEDBACK FORM

Name:

Evaluator:

Position:

Building:

Date:

Conference Date:

The following feedback is directly related to the job description of the Media Assistant position.

### KEY TO EVALUATION

- |   |                                    |
|---|------------------------------------|
| 1 | <b>Exceeds Expectations</b>        |
| 2 | <b>Meets Expectations</b>          |
| 3 | <b>Improvement Needed</b>          |
| 4 | <b>Unsatisfactory</b>              |
| 5 | <b>Not Observed/Not applicable</b> |

**Promotes and provides information and instruction to students and staff on use of educational technologies and literacy processes**

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**Consults and collaborates with all school staff**

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**Maintains a diversified library collection that supports curriculum needs**

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**Organizes and maintains up-to-date schedule of use for library media facilities**

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**Promotes a culture that encourages appreciation of literature and aligns with school reading incentive program**

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**Maintains appropriate documentation, records, reports, etc. with confidentiality**

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**Assists with ensuring proper use of media center facilities and adherence to the District Acceptable Use Policy**

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**Participates in professional development as relevant**

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**Communicate effectively with students, staff and parents**

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**Other duties as assigned**

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**GENERAL JOB PERFORMANCE**

**Productivity:**

Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position. (Establish logical priorities).

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**Quality:**

Correctness, completeness, accuracy, economy of work-overall quality:

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**Use of Time**

Uses available time wisely~accomplishes required work on or ahead of schedule:

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**Dependable**

Is dependable and assumes responsibility in carrying out assignments:

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**Work Habit**

Good attendance; very punctual to work:

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**Planning**

Sets realistic objectives, anticipates and prepares for future requirements, establishes logical priorities:

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**Summary:**

Please include strong points, areas for growth and improvement, and any additional comments.

Employee Signature:

Date:

Evaluator Signature:

Date: