

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Library Media Specialist

Department of Professional Growth Systems
Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

Directions: Evaluators complete a narrative description based on the following performance standards. The description includes classroom observations, analysis and review of student results as described in the shared accountability system, contributions to overall school mission and environment, review of student and parent/guardian surveys, review of professional growth plans and implementation results, and information from any other documents collected by the evaluator and/or the library media specialist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Library Media Specialist _____

Employee Number _____ Years of MCPS Experience _____

Principal _____

Type of Evaluation

- | | |
|--|--|
| <input type="checkbox"/> First-year Probationary | <input type="checkbox"/> Tenured/First-year Library Media Specialist |
| <input type="checkbox"/> with CT <input type="checkbox"/> without CT | <input type="checkbox"/> Tenured (3-year cycle) |
| <input type="checkbox"/> Second-year Probationary | <input type="checkbox"/> Tenured (4-year cycle) |
| <input type="checkbox"/> Third-year Probationary | <input type="checkbox"/> Tenured (5-year cycle) |
| <input type="checkbox"/> Special Evaluation | |

School _____

Performance Standards:

- I. Media specialists are committed to the learning community and its success.
- II. Media specialists know the components of the MCPS curriculum and how to teach students to choose and integrate appropriate instructional resources.
- III. Media specialists are responsible for establishing and managing a comprehensive media program that promotes staff/student learning in a positive environment.
- IV. Media specialists collaborate, plan, and utilize evaluation techniques that measure the effectiveness of the comprehensive school library media program for staff and students.
- V. Media specialists are committed to continuous improvement and professional development.
- VI. Media specialists exhibit a high degree of professional ethics.

Dates of Observations (announced?)	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes
Date of Post-Observation Conference	____/____/____	____/____/____	____/____/____	____/____/____
Dates of Post-Observation Conference Report (POCR)	____/____/____	____/____/____	____/____/____	____/____/____

Final Rating Meets Standard Below Standard

Evaluator's Signature _____ Date ____/____/____

Principal's Signature _____ Date ____/____/____

Library Media Specialist's Signature _____ Date ____/____/____

(The library media specialist's signature indicates that the library media specialist has read and reviewed the final evaluation, not necessarily that the library media specialist concurs with the contents. Library media specialists may choose to attach comments.)

Directions for Completion of Final Evaluation Dates

Please see summary of minimum required formal observation chart in the [Teacher-Level Professional Growth System Handbook](#) for more information.

Dates of Observation:

For library media specialists in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary library media specialists, three observations are required if the library media specialist may be rated below standard. In all cases, one of the formal observations must be announced. At least one of the formal observations must be done each semester.

Dates of Conferences:

Post-observation conferences should be held within three duty days after the formal observation. Conferences may be delayed by mutual agreement, due to extenuating circumstances. For employees who are not meeting standard, it is highly advisable to maintain documentation to demonstrate the conference was delayed by mutual agreement. (This documentation may be requested by the PAR Panel to ensure the evaluation was conducted with fidelity.)

Dates of POCR delivery:

For employees who are not meeting standard, the evaluator must provide the dates on which the POCR was delivered to the employee. If the employee refuses to sign as acknowledgement of receipt of the POCR, please include the signature of a witness.