

## Media Assistant Look-Fors

Media Assistant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

What I observed during my visit: (Please note that all look-fors may not be applicable or observed during the visit.)	Comments:
<p><b><i>Core Competency 1: Commitment to Students</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Believes every student is capable of learning and contributing</li> <li><input type="checkbox"/> Listens and responds to student and staff needs</li> <li><input type="checkbox"/> Treats all students fairly and equitably when providing advice and access to resources</li> <li><input type="checkbox"/> Encourages positive student behaviors and limits negative behaviors effectively</li> <li><input type="checkbox"/> Contributes to the general school environment and supports school projects and initiatives to benefit students</li> <li><input type="checkbox"/> Understands how the media assistant's role and responsibilities contribute to student achievement</li> </ul>	
<p><b><i>Core Competency 2: Knowledge of Job</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understands media center procedures, methods, terms, routines, and techniques</li> <li><input type="checkbox"/> Assists in the location, selection, and use of appropriate print, non-print, and equipment resources for students, staff, and school community members</li> <li><input type="checkbox"/> Operates and troubleshoots instructional technologies and equipment</li> <li><input type="checkbox"/> Shows persistence in finding answers to challenging requests and tasks</li> <li><input type="checkbox"/> Assists the media specialist in instruction and in maintaining a positive learning environment in the media center</li> <li><input type="checkbox"/> Promotes literature appreciation</li> </ul>	
<p><b><i>Core Competency 3: Professionalism</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is dependable and reliable</li> <li><input type="checkbox"/> Responds to requests efficiently</li> <li><input type="checkbox"/> Maintains confidentiality of student and staff information</li> <li><input type="checkbox"/> Practices and encourages lifelong learning</li> <li><input type="checkbox"/> Remains efficient and calm in a stressful work environment with constant interruptions and unanticipated deadlines</li> <li><input type="checkbox"/> Takes advantage of professional growth opportunities with regard to new technologies and media trends</li> </ul>	

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<p><b><i>Core Competency 4: Interpersonal</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Treats all students, staff, and school community members with respect and kindness</li> <li><input type="checkbox"/> Is receptive and eager to help</li> <li><input type="checkbox"/> Greets patrons and visitors to the media center in a friendly and helpful way</li> <li><input type="checkbox"/> Appreciates the collaborative nature of the school environment and acts as a team player</li> </ul>	
<p><b><i>Core Competency 5: Communication</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expresses expectations and procedures calmly and effectively</li> <li><input type="checkbox"/> Understands, follows, and provides accurate written and verbal instructions</li> <li><input type="checkbox"/> Uses a variety of modes of communication (email, face-to-face, telephone, SharePoint, etc)</li> <li><input type="checkbox"/> Communicates clearly and respectfully to all stakeholders in verbal and written communications</li> <li><input type="checkbox"/> Stays informed and helps others be informed about matters pertinent to media center, school, and MCPS organizational programs and activities</li> </ul>	
<p><b><i>Core Competency 6: Organization</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prioritizes patron requests equitably</li> <li><input type="checkbox"/> Demonstrates effective time management performing routine duties and special activities or tasks</li> <li><input type="checkbox"/> Follows MCPS practices and procedures for media programs</li> <li><input type="checkbox"/> Processes new materials from purchase to patrons' hands efficiently</li> <li><input type="checkbox"/> Maintains a well-organized collection</li> </ul>	
<p><b><i>Core Competency 7: Problem Solving</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addresses emerging problems proactively</li> <li><input type="checkbox"/> Prioritizes situations and handles them in a capable manner</li> <li><input type="checkbox"/> Thinks critically about processes and procedures and works to improve them</li> <li><input type="checkbox"/> Knows when and where to go for higher-level assistance</li> <li><input type="checkbox"/> Is flexible and cooperative in finding solutions</li> </ul>	

**Notes:**

♣ Shared with employee on \_\_\_\_\_

♣ Observer's signature \_\_\_\_\_

♣ Employee's signature \_\_\_\_\_