



# Final Evaluation Report: Library Media Specialist

Professional Growth System  
Office of Human Resources and Development  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

MCPS Form 430-79  
March 2011

**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 surveys, review of professional growth plans and implementation results, and information from any other documents collected by the evaluator and/or the teacher during the full length of the cycle.

Library Media Specialist \_\_\_\_\_

Employee Number \_\_\_\_\_ Years of MCPS Experience \_\_\_\_\_

Principal \_\_\_\_\_

Type of Evaluation

- First-year Probationary
  - with CT
  - without CT
- Second-year Probationary
- Third-year Probationary
- Special Evaluation
- Tenured/First-year Library Media Specialist
  - Tenured (3-year cycle)
  - Tenured (4-year cycle)
  - Tenured (5-year cycle)

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** \_\_\_\_\_

**Dates of Conferences** \_\_\_\_\_

**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.)*