

**Monroe School District #1J
Media & Technology Self Evaluation
and Principal / Supervisor Evaluation**

	Technology/Media Coordinator	
Employee	Position Title	Date

- 1-Unsatisfactory
- 2-Needs to Improve
- 3-Basic
- 4-Meets

- 5-Exceeds
- 6-Mastery
- 7-Not Applicable

- T=Teacher
- E=Evaluator

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

Category Evaluation

	Media/Tech Coordinator			Evaluator
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T	E	<u>II. Instructional Skill</u>
		Selection of Materials
		Arranges interlibrary loans
		Instructs students & teachers on materials/equipment/system
		Cataloging system

Category Evaluation

	Media/Tech Coordinator			Evaluator
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T	E	<u>III. Classroom Management</u>
		Operates & supervises libraries
		Assists students
		Supervises assistants
		Care of equipment & facilities

Category Evaluation

	Media/Tech Coordinator			Evaluator
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T	E	<u>IV. Student Discipline</u>
		Enforce rules & regulations
		Maintains control of students

Category Evaluation

	Media/Tech Coordinator			Evaluator
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T	E	<u>V. Interest in Teaching Pupils</u>
		Assist pupils in learning

Category Evaluation

	Media/Tech Coordinator			Evaluator
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T	E	<u>VI. Knowledge of Subject Matter, Materials, Policies & Regulations</u>
		Knowledge of policies/regulations
		Safety practices
		Selection of materials & equipment
		Weeds out old materials & equipment

Category Evaluation

	Media/Tech Coordinator		Evaluator
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T	E	<u>VII. Professional Commitment/ Development/Improvement</u>
		High professional standards
		Participation in professional associations
		Professional growth/Inservice

Category Evaluation

	Media/Tech Coordinator		Evaluator
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T	E	<u>VIII. Interpersonal Skills/Personal Skills</u>
		Dealing with others, courteous
		Informs teachers about new material
		Planning with staff

Category Evaluation

	Media/Tech Coordinator		Evaluator
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T	E	<u>IX. School Service</u>
		Participates in curriculum meetings

Category Evaluation

	Teacher		Evaluator
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T	E	<u>X. Timeliness</u>
		Attends meetings promptly
		Meets deadlines
		Maintains records
		Circulation of material
		Maintain/circulates audio visual equipment
		Prepares media budget

Category Evaluation

	Teacher		Evaluator
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1. I feel I have shown development and growth in the media/technology profession because: (list classes taken, workshops attended, independent study, etc.)
 - A.
 - B.
 - C.

2. Commendations or areas I would like to be recognized for are:
 - A.
 - B.
 - C.

3. List areas of participation and/or accomplishment outside the classroom responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Comments:

Overall Evaluation

	Media/Tech Coordinator		Evaluator
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This is to certify that we have read and discussed the above evaluation.

 Evaluator's Signature

 Date

 Media/Technology Coordinators's Signature

 Date

Additional comments by the teacher are attached. ____ Yes ____ No