

Classified Employee Self-Evaluation and Supervisor Evaluation

	Media Center Assistant	
Employee	Position Title	Probation End Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee
S=Supervisor

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

Employee	Supervisor
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		Responsible for duties as assigned
		Organizes & runs the book fair as directed
		Participates in reviewing ESD books for ESD book reviews.
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Performs study hall duties as assigned.
		Other duties as assigned.

Category Evaluation

Employee	Supervisor
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E	S	<u>II. General</u>
		Maintains records, types, files, etc.
		Assists in shelving books, filing material
		Assists in locating & retrieving material
		Makes minor repairs
		Assists library users in use of library
		Assists in maintaining, locating, & circulating AV equipment
		Assists in keeping AV resources in proper order
		Writes weekly notices to teachers (Monitors overdue books)
		Monitors attendance/keeps records
		Prepares current magazines for shelving
		Maintains back issue copies
		Assists in annual inventory

E	S	<u>III. Media Center</u>
		Orders & receives books & ESD materials
		Maintains catalog cards, vertical files, publishers catalogs, etc.
		Makes simple repairs on damaged books; processes severely damaged books for repair at the bindery
		Shelves incoming books
		Maintains current inventory of supplies
		Oversees neatness of the media center & displays
		Helps students with research using the computer and/or reference books
		Assists in maintaining student discipline
		Uses computer to enter media center data & install new software

		Assists in computerized testing of students
		Assists in on-line education for students
		Performs related duties as required
		Troubleshoots AV/computer problems

Category Evaluation

	Employee		Supervisor
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E	S	IV. Timeliness
		Turns in time sheet as required

		Keeps time sheet current
		Meets deadlines
		Attends meetings as required
		Arrives on time and works scheduled hours.
		Manages time properly.
		Notifies the principal in event of illness

Category Evaluation

	Employee		Supervisor
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1. I feel I have shown development and growth in my position because: (list classes taken, workshops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position 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.

Overall Evaluation

	Employee		Supervisor
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Evaluator's Recommendation for:

- ____ Continued Employment
- ____ Plan of Assistance
- ____ Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. ____ Yes ____ No