In response to numerous requests from school library media specialists across the state of Georgia, the attendees of the 2001 and 2002 DOE/GLMA Leadership Institute prepared this instrument as a means of fair and equitable evaluation.

Please note: **Sample Indicators** listed with each “Essential Duty” are examples of how a media specialist *may* carry out that specific duty. Sample Indicators are not required.

**Key:**
- **EX**=Exemplary
- **S**=Satisfactory
- **NI**= Needs Improvement
- **U**=Unsatisfactory

**ROLE: TEACHING AND LEARNING**

1. Plans and works collaboratively with classroom teachers to integrate literature, resources, and information literacy skills into the curriculum.
   **Sample Indicators:**
   - A. Utilizes appropriate record of instructional planning with classroom teachers
   - B. Promotes literature and reading
   - C. Assists with instruction and evaluation of cooperatively planned units
   - D. Assists teachers in the selection and utilization of appropriate resources
   - E. Recommends strategies for the integration of resources and technology into instruction

**ROLE: TEACHING AND LEARNING**

2. Promotes literature, reading and intellectual freedom through a variety of activities
   **Sample Indicators:**
   - A. Schedules events and activities to promote reading
   - B. Provides reader advisory services (examples – recommendations, composing bibliographies and databases)
   - C. Creates displays and/or multimedia to promote reading
ROLE: TEACHING AND LEARNING
3. Develops and provides instructional opportunities with information technologies for staff and students.
   Sample Indicators:
   A. Assists students and staff in the access and utilization of resources and new technologies
   B. Provides orientation for new students and staff as needed
   C. Promotes awareness of outside resources such as public and college libraries, online services and community resources
   D. Disseminates information regarding educational television programming, distance learning opportunities, and other electronic resources

ROLE: TEACHING AND LEARNING
4. Collaborates with teachers and students in production of instructional projects and resources.
   Sample Indicators:
   A. Assists student and staff with production activities
   B. Provides instruction in production techniques using a variety of formats

ROLE: PROGRAM ADMINISTRATION
5. Provides instructional leadership and plans for the use of library media/technology resources and needs as a member of the school technology committee.
   Sample Indicators:
   A. Assists in identifying resources that support the curriculum
   B. Assists in identifying resources needed for information literacy skills development
ROLE: PROGRAM ADMINISTRATION

6. Leads the media committee in the development, evaluation, and revision of the media plan, policies, procedures and services of the media program and media center.

Sample Indicators:
   A. Sets short and long term goals for the media services program
   B. Seeks input from and informs students, staff and community about the School Library Media Center, its resources, services, program and activities
   C. Maintains and uses statistical reports for instructional and budgetary planning
   D. Coordinates the procedure for challenged materials
   E. Disseminates current information about copyright law to staff and students as appropriate

Comments:

ROLE: PROGRAM ADMINISTRATION

7. Seeks opportunities to increase professional skills as a media specialist and as a professional educator.

Sample Indicators:
   A. Participates in local workshops and/or opportunities provided by professional Library Media organizations and/or educational associations such as GLMA, GAIT, ALA, AASL, AECT, GAETC, COMO
   B. Reads professional journals in order to increase awareness of current educational issues

Comments:

ROLE: PROGRAM ADMINISTRATION

8. Administers and maintains a center and program that fosters a positive learning environment while maintaining a flexible schedule as mandated by Georgia state codes.

Sample Indicators:
   A. Maintains an attractive, student-centered media center
   B. Is aware of instructional and curricular needs of students
   C. Insures accessibility to the media center and its materials for students and makes provisions for those with special needs

Comments:
ROLE: PROGRAM ADMINISTRATION

9. Ensures effective organization and accessibility of the center and resources

Sample Indicators:
A. Maintains the media center database in a manner that promotes effective identification and location of materials
B. Catalogs and processes resources purchased for circulation
C. Promotes appropriate use of online resources
D. Facilitates distance learning resources by managing satellite and cable reception
E. Inspects, maintains and weeds media center resources

Comments:

ROLE: PROGRAM ADMINISTRATION

10. Selects and orders resources consistent with system policies and school curricular needs

Sample Indicators:
A. Analyzes the media center collection based on curriculum and instructional needs
B. Seeks input for collection development and uses appropriate selection tools
C. Maintains a consideration file for future purchases
D. Monitors the media center budget
E. Provides assistance with software and hardware evaluation and acquisition
F. Ensures timely submission of completed media center purchase orders

Comments:

ROLE: PROGRAM ADMINISTRATION

11. Provides leadership and supervision for media center staff

Sample Indicators:
A. Assists with interviews and evaluations
B. Ensures proper training
C. Provides ongoing supervision and guidance

Comments: