

Emery County School District
Support Staff Employee Evaluation – Educational Assistant – Library Media

Employee _____
 School _____ Evaluation Date _____

1 = Not Effective* 2 = Effective 3 = Highly Effective
 *Comment Required

•WORKPLACE SKILLS

Observes work hours/attendance	1	2	3
Keeps appropriate and accurate records and inventories as directed	1	2	3
Supports an organized and attractive library environment conducive to learning	1	2	3
Has knowledge of the work expectations and performs the duties of the job	1	2	3
Provides opportunities for students to learn library skills	1	2	3
Incorporates reading, storytelling or other methods to encourage students to read a variety of literature	1	2	3
Assists students in utilizing the reference materials in the library	1	2	3
Assists teacher in locating requested materials	1	2	3
Operates an effective checkout system for library books and materials	1	2	3
Submits orders for new books and AV materials that supports school curriculum	1	2	3

•INTERPERSONAL SKILLS

Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

•ADAPTABILITY

Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

PROFESSIONAL RESPONSIBILITIES

Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the Principal	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

OVERALL ANNUAL RATING (Summative)**1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

Self Improvement Goal for Next Year _____

*Evaluator Comments: (Required for #1 ratings)

This evaluation represents my best judgment of the employee's performance. I hereby recommend:
____ Employee be retained as a Provisional Employee (Policy GDA)
____ Employee be retained as a Career Employee (Policy GDA)
____ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
____ Employee be put on probation
____ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee _____ Date _____

This evaluation has been discussed with me and I have received a copy.

Signature of Employee _____ Date _____
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

Employee Comment: (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)

