Jordan School District
Performance Appraisal System

Specialized Subgroups Handbook

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Revised 2010
The Jordan Secondary Library Media Specialist Performance Appraisal System
Jordan School District
Secondary Library Media Specialist
Performance Appraisal System

Introduction

The Jordan School District Secondary Library Media Specialist Performance Appraisal System is designed to give secondary library media specialists information on their performance from those they provide service to and from their immediate supervisor. Information about the secondary library media specialist’s performance is gathered through a survey which the immediate supervisor uses to complete the evaluation. An optional section is included for noting performance on projects or goals the secondary library media specialist is working on during the evaluation year.

The Process

Orientation/Notification
A secondary library media specialist who is to be evaluated must receive notification of the evaluation at least fifteen working days before the evaluation is to begin. A copy of the instrument and instructions must also be given to her or him.

Pre-evaluation Meeting
The immediate supervisor schedules a meeting with the secondary library media specialist during the first quarter of the contract year. During this meeting, the immediate supervisor and the secondary library media specialist identify a client group (those individuals to which the secondary library media specialist provides support.) A random sample of this group will be asked to provide feedback on the secondary library media specialist’s performance. The names of these individuals are attached to the Pre-evaluation Form.

This meeting also provides an opportunity for the immediate supervisor and the secondary library media specialist to discuss what projects and goals the secondary library media specialist will be working on during the current school year. The immediate supervisor and the secondary library media specialist may elect to make these plans part of the evaluation (optional). If these annual work plans are to be used as part of the evaluation, a standard for acceptable performance for each goal/project should be identified. (If an annual work plan is to be used as part of an evaluation, it should be part of the evaluation for all secondary library media specialist within the same program/department.) See the appendix for directions for preparing an Annual Work Plan and the Work Plan form.

The immediate supervisor and the secondary library media specialist will also determine at this meeting when the surveys will be sent to the random sample of the client group and when the final evaluation meeting will be held (the evaluation must be completed and the final evaluation report submitted to the Human Resources Department by April 1).
Provisional Secondary Media Specialists
The first evaluation of each provisional year will not include the distribution of surveys. This evaluation will consist of the immediate supervisor completing the Jordan School District Secondary Library Media Specialist Performance Appraisal System Supervisor Form. The optional Specific Performance Areas will not be addressed. The completed evaluation is sent to the District Office, Human Resources Department, by the deadline for first evaluations for provisional educators.

The second evaluation of each provisional year will include the distribution of surveys and, if applicable, the Specific Performance Areas section of the supervisors form.

Surveys
A Jordan School District Secondary Library Media Specialist Performance Appraisal System Client Survey Form is sent to twenty randomly selected individuals from the client group list identified during the pre-evaluation meeting. This survey asks the respondent to describe the secondary library media specialist’s performance on thirty one items divided into nine groups or domains. A three point scale is used: “This statement is Highly Descriptive of this person”; “This statement is Descriptive of this person”; “This statement is Not Very Descriptive of this person.” The respondent is also instructed to leave any item he or she is unsure of blank. Respondents are instructed to return the survey form in a sealed envelope to the Human Resources Department.

The returned forms are optically scanned and a computer generated report indicating the average rating for each item and each domain is produced. This report is sent to the immediate supervisor to use in evaluating the performance of the secondary library media specialist.

Evaluation Meeting
The immediate supervisor and the secondary library media specialist meet at a predetermined time to discuss the results of the client group survey and to complete the evaluation. The Jordan School District Secondary Library Media Specialist Performance Appraisal System Supervisor Form is completed during this meeting. The immediate supervisor uses the information from the client group report and other information to rate the performance level of the secondary library media specialist in nine areas or domains. If the secondary library media specialist receives a rating of Fair/Below Standard or Unacceptable, an explanation supported by evidence, must be provided. Written documentation is required and must include any or all of the following:
- observations
- face to face meetings
- phone/email contacts
- written and oral communication
- other pertinent information

If the immediate supervisor and the secondary library media specialist also agreed that performance goals or projects from an annual work plan would be included in the evaluation,
these are rated. The immediate supervisor rates the performance level of the secondary library media specialist on each of the nine areas as either: unacceptable, fair/below standard, satisfactory/standard, very good/above standard, or outstanding. An overall evaluation rating is then made based on these data.

When the supervisor form has been completed, including any goals or comments, the immediate supervisor and the secondary library media specialist sign the form. Two copies of the form are made, one is given to the secondary library media specialist, one is kept by the immediate supervisor and the original is sent to the Human Resources Office to be placed in the secondary library media specialist personnel file.

If the Overall Rating for the evaluation is Satisfactory/Standard or above, the evaluation process is complete. If the Overall Rating for the evaluation is Fair/Below Standard or Unacceptable, then a remediation process begins.

**Remediation Process**

During the Evaluation Meeting, a Secondary Library Media Specialist Performance Appraisal System Addendum is completed. The immediate supervisor and the secondary library media specialist identify goals for improvement and the activities and/or resources the secondary library media specialist will use to reach the goals. The secondary library media specialist is given at least 20 working days to reach the goals. (The immediate supervisor and the secondary library media specialist may choose whether or not to send out the survey again.) The immediate supervisor then schedules an evaluation meeting to review the secondary library media specialist’s progress. A Jordan School District Secondary Library Media Specialist Performance System Supervisor Form is completed at this meeting. If the Overall Rating is Satisfactory/Standard or above, the evaluation process is completed. If the Overall Rating is Fair/Below Standard or Unacceptable, the secondary library media specialist is placed on probation and a third evaluation cycle begins.

For the third evaluation cycle, second addendum is completed, identifying goals for improvement and the activities and/or resources the secondary library media specialist will use to reach the goals. The secondary library media specialist is given at least 20 working days to reach the goals. (The immediate supervisor and the secondary library media specialist may choose whether or not to send out the survey again.) The immediate supervisor then schedules an evaluation meeting to review the secondary library media specialist’s progress. A Jordan School District Secondary Library Media Specialist Performance System Supervisor Form is completed at this meeting. If the Overall Rating is Satisfactory/Standard or above, the evaluation process is completed. If the Overall Rating is Fair/Below Standard or Unacceptable, the secondary library media specialist may be subject to a change in assignment or to DP 316 Orderly Termination Procedures.
Secondary Library Media Specialist to be evaluated: __________________________
School: _______________________________________________________________
Immediate Supervisor: _________________________________________________
Date of Pre-evaluation Meeting: _______________________________________

We have discussed the evaluation process for secondary library media specialist and have identified individuals who are the client group for the secondary library media specialist being evaluated. A list of these individuals, including their names and the school they are assigned to is attached on a separate sheet. The list must include at least 20 names.

It is recommended these surveys be sent out by the end of February.

Date preferred for surveys to be sent: _______________________________________

The Evaluation Meeting should be held within 15 working days of receiving the survey feedback report.

Secondary Library Media Specialist’s Signature: ___________________________
Immediate Supervisor’s Signature: _______________________________________

Make two copies of this form after it is completed. One copy should be given to the media specialist, one copy should be retained by the immediate supervisor and the original (including the client group list) should be sent to the JPAS office as soon as you have held the pre-evaluation meeting.

*Attach the client group list.
Jordan School District  
Secondary Library Media Specialist Performance Appraisal System  

Client Survey Form  

Using the accompanying optical-scan answer sheet, describe the work of the person identified on the attached label. Please respond to each of the following items using the 3-point scale in the box below. If you are not sure about a particular item, or the item does not apply, leave it blank on the answer sheet. Your rating will be kept confidential and will be combined with those of other individuals rating this person.

A     B     C    D     E
〇  〇  〇  〇  〇

A. MANAGEMENT AND TRAINING

1. Schedules the library media facilities and resources for maximum utilization.
2. Trains and supervises library media personnel.
3. Communicates library media goals, programs and services to the school and community.
4. Ensures an environment conducive to the educational activities of the school.
5. Maintains open communication and works effectively with administration, staff, students and community.

B. TEACHING

6. Teaches students to access and to use appropriate library/media resources.
7. Assists teachers by correlating library media resources with curricula.
8. Evaluates and selects appropriate materials for curriculum needs and interests of the school and the students.
C. INFORMATION SPECIALIST SKILLS
10. Ensures that resources are available through a systematically developed collection.
11. Provides an accurate efficient retrieval system.
12. Assists students in identifying, locating and interpreting information.
13. Provides leadership in the operation and evaluation of information technologies.
15. Advises on laws and policies regarding information and copyright.

D. PROFESSIONAL STANDARDS
16. Clearly communicates and supports the intent of district policies relating to the program.
17. Demonstrates personal integrity and professional ethics.
18. Shows personal initiative.

E. INTERPERSONAL SKILLS
19. Promotes a positive organizational climate.
20. Manages conflict and increases mutual respect.
22. Relates well with other staff members.

F. COMMUNICATION SKILLS
23. Expresses ideas clearly in both oral and written form.
24. Communicates effectively with educators at the school, district and state level.
25. Communicates effectively with groups, including students, parents and community members.

G. QUALITY OF WORK
26. Work is accurate and precise.
27. Work is useful and has high impact.

H. QUANTITY OF WORK
28. Meets deadlines consistently.
29. Meets expected work objectives.

I. OVERALL PROFESSIONAL SKILL
30. Demonstrates sound approaches to areas of responsibility.
31. Demonstrates an overall high degree of professional competence.
# Jordan School District
## Secondary Media Specialist Performance Appraisal System
### Supervisor Form

<table>
<thead>
<tr>
<th>Media Specialist Name:</th>
<th>Soc. Sec. #</th>
<th>Dept/School:</th>
<th>Immediate Supervisor:</th>
<th>Evaluation Date:</th>
</tr>
</thead>
</table>

## General Performance Areas

*A Fair/Below Standard or Unacceptable rating must be accompanied by written documentation.*

### A. Management and Training
Performance in carrying out media policy, managing budgets, scheduling facilities, training personnel, and communicating media goals.

### B. Teaching
Skill in teaching students about media resources, assisting teachers, evaluating materials, and promoting reading and learning.

### C. Information Specialist Skills
Degree to which media resources are made available, an accurate retrieval system is functioning, and students are receiving assistance.

### D. Professional Standards
Knowledge and adherence to relevant district, state, and federal policies; adherence to a professional code of ethics; emphasis on staying current with relevant information.

### E. Interpersonal Skills
Ability to work effectively with all kinds of people manage conflict, and promote a positive climate.

### F. Communication Skills
Clarity and effectiveness of both oral and written communication.

### G. Quality of Work
Accuracy and precision of work; usefulness and impact of work products and activities.

### H. Quantity of Work
Amount of work produced; degree to which annual work plan objectives are met.

### I. Overall Professional Skills
Overall professional competence; awareness and application of sound approaches to areas of responsibility.

## Specific Performance Objectives
(Optional)

These objectives should be taken from each employee’s annual work plan.

<table>
<thead>
<tr>
<th>Objective #6</th>
<th>From annual work plan*</th>
</tr>
</thead>
</table>

*Provide a short description of objective, or attach annual work plan.*
Use space below for comments. Use additional sheets if necessary.

<table>
<thead>
<tr>
<th>Examples of work well done. (Products and/or Activities)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Goals for performance improvement:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Overall Evaluation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Outstanding</td>
</tr>
<tr>
<td>☐ Very Good/Above Standard</td>
</tr>
<tr>
<td>☐ Satisfactory/Standard</td>
</tr>
</tbody>
</table>

*Five or more of the nine domains must have a rating of Fair/Below or Unacceptable when marking the following as an overall rating.

| ☐ Fair/Below Standard                                  |
| ☐ Unacceptable                                         |

<table>
<thead>
<tr>
<th>Employee’s Comments: (optional)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Immediate Supervisor: Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Secondary Library Media Specialist: Date:</td>
</tr>
</tbody>
</table>

I understand that I may make a written response to all or any part of this evaluation, and that the response will be attached to this form. If I am not satisfied with the evaluation, I have thirty days to request a review. My signature does not necessarily indicate that I agree with this evaluation, but that I have read the above information and have received a copy of this form.
This addendum supplements the Secondary Library Media Specialist Performance Appraisal System Supervisor Form for an evaluation which resulted in an overall rating of “Fair/Below Standard” or “Unacceptable”.

The completion of this addendum is necessary because your performance has been found to be unacceptable or below the basic level of acceptable performance established by District policy. Your continued employment with the District is in question. You are responsible to bring your performance to an acceptable level. The following is a plan for improvement.

<table>
<thead>
<tr>
<th>Goals/Objectives</th>
<th>Activities to Accomplish Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following resources will be used in helping reach the goals/objectives listed above:

- Consulting Secondary Library Media Specialist  ☐ Yes ☐ No
  (educator didn’t want Consulting Secondary Library Media Specialist)
- Professional books, articles, videos  ☐ Yes ☐ No
- Other _____________________________________  ☐ Yes ☐ No
  (specify)

Your next evaluation may begin on or after: ____________________________

(specify month and year 20 working days after Evaluation Meeting)

Placed on Probation: ☐ Yes ☐ No

Secondary Library Media Specialist’s Signature: ____________________________

Immediate Supervisor’s Signature: ______________________________________

*Make two copies of the completed addendum. One is given to the evaluatee, one remains with the immediate supervisor. The original is attached to the Supervisor Form and sent to the Human Resources Department.*
Annual Work Plan Preparation
Rationale

The purpose of the Jordan School District Annual Work Plan is to give employees in schools or departments electing to use the plan a means to establish specific objectives for themselves. This is to be accomplished in collaboration with the employee’s supervisor and must be approved by the supervisor.

The Annual Work Plan is used at the discretion of schools or departments and is an optional component of the “Performance Appraisal System” used for several categories of jobs in the district. The Annual Work Plan allows employees to define their jobs beyond the “general performance areas” of the Performance Appraisal System by writing specific work objectives and definitions of satisfactory or “standard” performance. The specific objectives and definitions then become a part of the employee’s appraisal. Both the general performance areas and the specific performance objectives are evaluated by the employee’s supervisor at the end of the performance period.

Suggested Process for Preparing the Annual Work Plan

1. The department establishes departmental goals or objectives in a collaborative process.

2. Individual employees incorporate appropriate departmental objectives into their personal work plan.

3. Specific personal work objectives not in the departmental objectives maybe identified by employees and/or supervisors and incorporated into the personal work plan.

4. Each employee meets with the supervisor to discuss the employee’s objectives, and the supervisor approves the employee plan.

5. The supervisor evaluates performance on attainment of the objectives at the end of the performance period.
Using the Annual Work Plan Form

The Annual Work Plan form is completed by entering two items for each specified objective. First, the objective itself is written. Second, the satisfactory or “standard” level of performance is identified. An objective describes a major element in the employee’s job in terms of a general outcome, e.g. “Provide appropriate inservice training to secondary English teachers.” The satisfactory or “standard” level of performance would be a more specific statement, such as: “All English faculty in the district’s secondary schools will receive ten hours of training during the next school year. Training will be evaluated by a participant feedback form.”

Other examples of specific objectives and definitions of satisfactory performance standards are attached to this document.
Examples of Work Plan Objectives and “Standard” Performance Levels

Objective #1
Specify Objective:
Perform special, major research/assessment/evaluation studies to provide information to USOE, the State Board, the Legislature, etc.

- Outstanding- Unique and exceptional performance and/or accomplishments.
- Above Standard- Clearly and consistently above what is required.
- Standard-Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
  1. Three major special studies are planned, executed, and completed.
  2. Pertinent reports are provided from each study.
  3. Presentations of key findings made to the State Board of Education, Legislature, and USOE staff.
- Below Standard- Marginal Performance. Fails to meet some significant job requirements.
- Unacceptable- Clearly inadequate performance.

Example 1

Objective #2
Specify Objective:
Provide training to new teachers in JSD in effective teaching skills and the JPAS.

- Outstanding- Unique and exceptional performance and/or accomplishments.
- Above Standard- Clearly and consistently above what is required.
- Standard-Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
  1. Hold classes in October for all new teachers
  2. Participants will evaluate content of class and how class is taught
  3. Course design will be modified according to results of evaluation. Modified class will be held in January.
- Below Standard- Marginal Performance. Fails to meet some significant job requirements.
- Unacceptable- Clearly inadequate performance.

Example 2
Objective #1
Specify Objective:

Performance Levels

- OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ABOVE STANDARD- Clearly and consistently above what is required.
- STANDARD-Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
- BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- UNACCEPTABLE- Clearly inadequate performance.
Objective #2
Specify Objective:

Performance Levels
- OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ABOVE STANDARD- Clearly and consistently above what is required.
- STANDARD- Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
- BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- UNACCEPTABLE- Clearly inadequate performance.

Objective #3
Specify Objective:

Performance Levels
- OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ABOVE STANDARD- Clearly and consistently above what is required.
- STANDARD- Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
- BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- UNACCEPTABLE- Clearly inadequate performance.
Objective #4
 Specify Objective:

Performance Levels

☑ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
☑ ABOVE STANDARD- Clearly and consistently above what is required.
☑ STANDARD- Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
☑ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
☑ UNACCEPTABLE- Clearly inadequate performance.

Objective #5
 Specify Objective:

Performance Levels

☑ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
☑ ABOVE STANDARD- Clearly and consistently above what is required.
☑ STANDARD- Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
☑ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
☑ UNACCEPTABLE- Clearly inadequate performance.
Objective #6
Specify Objective:

Performance Levels

- OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ABOVE STANDARD- Clearly and consistently above what is required.
- STANDARD- Meets the requirements of the job in all respects (Specify Standard Expectations for this Objective).
- BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- UNACCEPTABLE- Clearly inadequate performance.

Signatures for Annual Work Plan:

Employee Signature: ___________________________ Date: __________

Supervisor Signature: ___________________________ Date: __________