

Haysville USD #261
Employee Performance Review
Library Aide

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Assist with managing library operations in elementary and secondary libraries including but not limited to, working with students and staff; utilizing various media; reporting; record-keeping; and accessing files for the purpose of ensuring the efficient and effective functions of the library.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Assist Library Media Specialist in preparing for teaching and motivating students so the library is viewed as the center for information.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Compile orders on printed materials and audio visual equipment to account for purchases made within the library.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

4. Check in, process and record new magazines, books, video tapes, equipment and supplies for accountability of library assets.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

5. Check out borrowed books, magazines, tapes and equipment and distribute overdue lists to account for materials used.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

6. Assist with promoting reading programs and help with book fairs for the purpose of ensuring that all functions held within the library run efficiently.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

7. Assist with development of bulletin board and room decorations for the purpose of enhancing the learning environment.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

8. Participate in district inservice programs for the purpose of acquiring and/or conveying information relative to job functions.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

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

Employee's Signature

Date