

**AIDE, LIBRARY/RESOURCE  
Summative Appraisal Form**

Name \_\_\_\_\_

School Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS – LIBRARY AIDE**

**Library Program Support**

- \_\_\_\_1. Provides individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
- \_\_\_\_2. Shelves incoming books, materials, and equipment.
- \_\_\_\_3. Prepares materials for classroom or reserves collection use as requested by staff members.
- \_\_\_\_4. Requests and schedules use of materials from regional education service center or other source.
- \_\_\_\_5. Prepares bulletin boards and displays and assists the librarian in preparing instructional materials.
- \_\_\_\_6. Assists in operating and maintaining the copy machine and resource room and keeps records.
- \_\_\_\_7. Assists in the supervision of the Video Room and schedule.
- \_\_\_\_8. Conducts story time for each scheduled class of students.
- \_\_\_\_9. Maintains the appearance and safety of the library.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Accounting and Inventory**

- \_\_\_\_10. Operates the media center automated circulation system.
- \_\_\_\_11. Collects and maintains records of student fines and prepares parent notification as needed.
- \_\_\_\_12. Receives and processes books, materials, and equipment and reconciles with packing slips and invoices.
- \_\_\_\_13. Repairs books, magazines, materials, and equipment or processes for repair at outside facilities (e.g., bindery).
- \_\_\_\_14. Performs routine maintenance on audiovisual equipment.
- \_\_\_\_15. Assists in the annual inventory and retiring of library media center materials.

**COMMENTS:** \_\_\_\_\_

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**Clerical Support**

- \_\_\_\_16. Maintains physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
- \_\_\_\_17. Prepares bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
- \_\_\_\_18. Assists librarian in keeping administrative records and preparing required reports.
- \_\_\_\_19. Maintains records of all materials, checkouts, returns, overdue books, etc.

**COMMENTS:** \_\_\_\_\_

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**Student Management**

- \_\_\_\_20. Supervises students and assists librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
- \_\_\_\_21. Performs assigned student monitoring duties.

**COMMENTS:** \_\_\_\_\_

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**Other**

- \_\_\_\_22. Supervises library operation in absence of the librarian.
- \_\_\_\_23. Assists with the supervision of parent volunteers and student aides.
- \_\_\_\_24. Participates in staff development training programs to improve job performance, in special events and in faculty meetings as assigned.
- \_\_\_\_25. Performs other duties assigned by supervisor.

\_\_\_\_26. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_27. Assists in the supervision of volunteers.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**JOB PERFORMANCE STATEMENTS – RESOURCE AIDE**

**Instructional Support**

\_\_\_\_28. Duplicates, collates, and binds instructional and testing materials for campus.

\_\_\_\_29. Laminates instructional materials for campus.

\_\_\_\_30. Assists campus with the preparation of special arts and craft projects as needed.

\_\_\_\_31. Assists in supervising students throughout the school day, both inside and outside the classroom, including lunchroom and bus duty.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Accounting and Inventory**

\_\_\_\_32. Requisitions, maintain and organize accurate inventory of workroom supplies.

\_\_\_\_33. Assists in inventory, care, and maintenance of workroom equipment.

\_\_\_\_34. May assist in maintaining campus vending machines, including filling machines, ordering supplies, and counting money when needed.

\_\_\_\_35. May assist the textbook custodian including processing new books, conducting inventory, and filing required reports when needed.

\_\_\_\_36. Receives and processes new materials and resources.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

\_\_\_\_37. Provides clerical assistance to the school office as needed.

\_\_\_\_38. Participates in staff development training programs, faculty meetings, and special events as assigned.

\_\_\_\_39. Performs other duties assigned by supervisor.

\_\_\_\_40. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summative Conference Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date