# Media Assistant Look-Fors

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<table>
<thead>
<tr>
<th>Media Assistant ___________________________</th>
<th>Date __________</th>
<th>Time __________</th>
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### What I observed during my visit:
(Please note that all look-fors may not be applicable or observed during the visit.)

### Core Competency 1: Commitment to Students
- Believes every student is capable of learning and contributing
- Listens and responds to student and staff needs
- Treats all students fairly and equitably when providing advice and access to resources
- Encourages positive student behaviors and limits negative behaviors effectively
- Contributes to the general school environment and supports school projects and initiatives to benefit students
- Understands how the media assistant’s role and responsibilities contribute to student achievement

### Core Competency 2: Knowledge of Job
- Understands media center procedures, methods, terms, routines, and techniques
- Assists in the location, selection, and use of appropriate print, non-print, and equipment resources for students, staff, and school community members
- Operates and troubleshoots instructional technologies and equipment
- Shows persistence in finding answers to challenging requests and tasks
- Assists the media specialist in instruction and in maintaining a positive learning environment in the media center
- Promotes literature appreciation

### Core Competency 3: Professionalism
- Is dependable and reliable
- Responds to requests efficiently
- Maintains confidentiality of student and staff information
- Practices and encourages lifelong learning
- Remains efficient and calm in a stressful work environment with constant interruptions and unanticipated deadlines
- Takes advantage of professional growth opportunities with regard to new technologies and media trends

### Comments:
### Media Assistant Look-Fors

#### Core Competency 4: Interpersonal
- Treats all students, staff, and school community members with respect and kindness
- Is receptive and eager to help
- Greets patrons and visitors to the media center in a friendly and helpful way
- Appreciates the collaborative nature of the school environment and acts as a team player

#### Core Competency 5: Communication
- Expresses expectations and procedures calmly and effectively
- Understands, follows, and provides accurate written and verbal instructions
- Uses a variety of modes of communication (email, face-to-face, telephone, SharePoint, etc)
- Communicates clearly and respectfully to all stakeholders in verbal and written communications
- Stays informed and helps others be informed about matters pertinent to media center, school, and MCPS organizational programs and activities

#### Core Competency 6: Organization
- Prioritizes patron requests equitably
- Demonstrates effective time management performing routine duties and special activities or tasks
- Follows MCPS practices and procedures for media programs
- Processes new materials from purchase to patrons’ hands efficiently
- Maintains a well-organized collection

#### Core Competency 7: Problem Solving
- Addresses emerging problems proactively
- Prioritizes situations and handles them in a capable manner
- Thinks critically about processes and procedures and works to improve them
- Knows when and where to go for higher-level assistance
- Is flexible and cooperative in finding solutions

**Notes:**

- ✫ Shared with employee on ____________________________
- ✫ Observer’s signature ____________________________
- ✫ Employee’s signature ____________________________