

MONTGOMERY COUNTY PUBLIC SCHOOLS**Final Evaluation Report: Teacher**

**Department of Professional Growth Systems
Office of Human Resources and Development**
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

INSTRUCTIONS: Evaluators complete a description of patterns of the teacher's performance over the evaluation period, based on the *Criteria for Success*. The description includes classroom observations, analysis and review of student results as described in the shared accountability system, contributions to overall school mission and environment, review of student and parent/guardian surveys, review of Student Learning Objectives (SLO) and implementation results, and any other documents collected by the evaluator and/or the teacher during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Teacher _____

Employee Number _____ Years of MCPS Experience _____

Principal _____

School _____ Subject or Grade Level _____

Type: ☐ First-year Probationary ☐ with CT ☐ without CT
☐ Second-year Probationary ☐ Tenured (4-year cycle) ☐ First year in a New Position
☐ Third-year Probationary ☐ Tenured (5-year cycle) ☐ Deferred Cycle Evaluation
☐ Tenured (3-year cycle) ☐ Special Evaluation

Dates of Observations (announced?) _____/_____/_____
☐ Yes ☐ Yes ☐ Yes ☐ Yes

Date of Post-Observation Conference _____/_____/_____
_____/_____/_____

Dates of Post-Observation Conference Report (POCR) _____/_____/_____
_____/_____/_____

2nd Semester Short Form (Tenured Teachers ONLY) _____/_____/_____
_____/_____/_____

Final Rating by Principal ☐ Meets Standard ☐ Below Standard
Rating by PAR Panel ☐ Emerging

Evaluator's Signature _____ Date _____/_____/_____

Principal's Signature _____ Date _____/_____/_____

Teacher's Signature _____ Date _____/_____/_____

(Teacher's signature indicates that the teacher has seen the final evaluation summary. Teacher's signature does not signify acceptance of the rating.)

Performance Standards:

- I. Teachers are committed to students and their learning
- II. Teachers know the subjects they teach and how to teach those subjects to students
- III. Teachers are responsible for establishing and managing student learning in a positive learning environment
- IV. Teachers continually assess student progress, analyze the results, and adapt instruction to improve student achievement
- V. Teachers are committed to continuous improvement and professional development
- VI. Teachers exhibit a high degree of professionalism
- VII. Teacher Leaders (secondary) are committed to students and staff through effective school, grade, and department leadership.*

* Standard VII applies only to content specialists, resource teachers, and secondary team leaders.

Narrative Description: Evaluators complete a narrative description containing a context paragraph, background information, and data sources used for the evaluation.

PERFORMANCE STANDARDS

Directions: Write 2–3 claim statements followed by several examples of supporting evidence for each standard.

STANDARD I:

STANDARD II:

STANDARD III:

STANDARD IV:

STANDARD V:

STANDARD VI:

STANDARD VII:

SUMMARY

Directions for Completion of Final Evaluation Dates

Please see summary of minimum required formal observation chart in the [Teacher-Level Professional Growth System Handbook](#) for more information.

Dates of Observation:

For teachers in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured teachers, second- and third-year probationary teachers, and experienced first-year teachers who are not receiving support from a consulting teacher, three observations are required if the teachers may be rated below standard. In all cases, one of the formal observations must be announced. At least one of the formal observations must be done each semester.

Dates of Conferences:

Post-observation conferences should be held within three duty days after the formal observation. Conferences may be delayed by mutual agreement, due to extenuating circumstances. For employees who are not meeting standard, it is highly advisable to maintain documentation to demonstrate the conference was delayed by mutual agreement. (This documentation may be requested by the PAR Panel to ensure the evaluation was conducted with fidelity.)

Dates of POCR delivery:

The evaluator must provide the dates on which the POCR was delivered to the employee. If the employee refuses to sign as acknowledgement of receipt of the POCR, please include the signature of a witness.

2nd Semester Short Form:

The 2nd semester Teacher Summary Report in lieu of a formal observation may only be used with tenured teachers who are meeting standards.