

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Social Worker

Department of Professional Growth Systems
Office of Human Resources and Development
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

INSTRUCTIONS: Evaluators complete a description of patterns of the social worker's performance over the evaluation period, based on the *Criteria for Success*. The narrative includes information gathered from a variety of sources: social worker observations, analysis and review of student results as described in the shared accountability system, contributions to overall school mission and environment, social worker logs and any other documents collected by the evaluator and/or the social worker during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Social Worker _____ Employee Number _____

Supervisor _____ Years of Social Worker Experience _____

Field Office _____ Years of MCPS Experience _____

- Type
- First-year Probationary
 - Second-year Probationary
 - Special Evaluation
 - Tenured/First-year social worker
 - Tenured (3-year cycle)
 - Tenured (4-year cycle)
 - Tenured (5-year cycle)

Performance Standards:

- I. Social Workers are committed to students and their learning.
- II. Social Workers provide social work interventions that positively impact student outcomes.
- III. Social Workers facilitate a positive learning environment through collaboration, consultation and case management.
- IV. Social Workers apply knowledge of social work practice and casework to integrate mental health services in support of improved student learning and development.
- V. Social Workers are committed to continuous improvement and professional development.
- VI. Social Workers exhibit a high degree of professionalism.

Dates of Observations (announced?)	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes
Date of Post-Observation Conference	____/____/____	____/____/____	____/____/____	____/____/____
Dates of Post-Observation Conference Report (POCR)	____/____/____	____/____/____	____/____/____	____/____/____

Final Rating Meets Standard Below Standard

Evaluator's Signature _____ Date ____/____/____

Principal's/Supervisor's Signature _____ Date ____/____/____

Social Workers Signature _____ Date ____/____/____

(Social worker's signature indicates that the social worker has read and reviewed the final evaluation, not necessarily that the social worker concurs with the contents. Social Worker's may choose to attach comments.)

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 social workers in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary social workers, three observations are required if the social worker 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:

For employees who are not meeting standard, 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.