

**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 \_\_\_\_\_

Type:  First-year Probationary  with CT  without CT Second-year Probationary  Tenured (4-year cycle) Third-year Probationary  Tenured (5-year cycle) Tenured (3-year cycle)  Special Evaluation

School \_\_\_\_\_ Subject or Grade Level \_\_\_\_\_

**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.\*

<b>Dates of Observations</b> (announced?)	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes
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<b>Date of Post-Observation Conference</b>	____/____/____	____/____/____	____/____/____	____/____/____
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<b>Dates of Post-Observation Conference Report (POCR)</b>	____/____/____	____/____/____	____/____/____	____/____/____
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Final Rating by Principal  Meets Standard  Below StandardRating 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.)*

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

## **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 and second- and third-year probationary teachers, three observations are required if the teacher 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.