

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Final Evaluation Report: Speech-Language Pathologist**

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

**INSTRUCTIONS:** Evaluators complete a narrative description based on the following performance standards. The description includes therapy observations, observations of assessments and participation in parent/guardian and team meetings; review of files, therapy logs, and assessment reports; review of professional growth plans and implementation results; and any other documents collected by the evaluator and/or the speech language pathologist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Speech-Language Pathologist \_\_\_\_\_

Employee Number \_\_\_\_\_ Years of MCPS Experience \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

School(s) \_\_\_\_\_

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

**Performance Standards:**

- I. Speech-language pathologists are committed to students and their learning
- II. Speech-language pathologists know about communication theories and therapeutic techniques, and apply them to facilitate student learning
- III. Speech-language pathologists contribute to the establishment and maintenance of a positive environment in which students can develop their communication skills
- IV. Speech-language pathologists continually assess student progress, analyze the data, and develop intervention strategies to improve student communication skills
- V. Speech-language pathologists are committed to continuous improvement and professional development
- VI. Speech-language pathologists exhibit a high degree of professionalism

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

**Final Rating**     Meets Standard     Below Standard

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal's/Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Speech-Language Pathologist's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*(Speech-Language Pathologist's signature indicates that speech-language pathologist has read and reviewed the final evaluation, not necessarily that the speech-language pathologist concurs with the contents. Speech-language pathologist 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 speech-language pathologists in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary speech-language pathologists, three observations are required if the speech-language pathologist 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.