

MONTGOMERY COUNTY PUBLIC SCHOOLS

**Final Evaluation Report:
 Staff Development Teacher (.5 and above)**

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

DIRECTIONS: Evaluators complete a narrative description based on the following performance standards for the Staff Development Teacher (SDT).s. The narrative includes information gathered from a variety of sources, including: observations, feedback from staff survey, evaluations of training sessions, staff meetings or study groups, Staff Development Substitute Teacher (SDST) logs, review of Professional Development Plans (PDPs) and implementation process, work on the School Improvement Plan (SIP) goals, evidence of use of school data in planning, sample classroom lessons, communications to teachers, and any other documents collected by the evaluator or SDT during the length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

SDT _____

Employee Number _____ Years of MCPS Experience _____

Principal _____

- Type: First-year Probationary Tenured/First-Year SDT
 Second-year Probationary Tenured (3-year cycle)
 Special Evaluation Tenured (4-year cycle)
 Tenured (5-year cycle)

School _____

Performance Standards:

- I. SDTs, through their work with professional staff, show their commitment to teacher learning in order to support student achievement
- II. SDTs use a variety of strategies to communicate about successful research-based practices to professional staff
- III. SDTs support establishment and facilitation of a professional learning community
- IV. SDTs continually assess student progress, analyze the results, and adapt staff development to improve student achievement
- V. SDTs are committed to their own continuous improvement and professional development
- VI. SDTs exhibit a high degree of professionalism

Dates of Observations (announced?) ___/___/___ ___/___/___ ___/___/___ ___/___/___
 Yes Yes Yes Yes

Dates of Post-Observation Conference ___/___/___ ___/___/___ ___/___/___ ___/___/___

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

Final Rating Meets Standard Below Standard

Evaluator's Signature _____ Date ___/___/___

Principal's Signature _____ Date ___/___/___

SDT's Signature _____ Date ___/___/___

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