

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Occupational/Physical Therapist

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

Directions: Evaluators complete a narrative description based on the following performance standards. The description includes observation of therapy sessions; observation of assessments and parent/guardian and team meeting participation; review of student work samples and quarterly progress reports; review of files, therapy logs, Individualized Education Programs (IEPs), Individualized Family Service Plans (IFSPs), and assessment reports; review of professional growth plans and implementation results; and review of any other documents collected by the evaluator and/or occupational/physical therapist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Occupational/Physical Therapist _____

Employee Number _____ Years of MCPS Experience _____

Principal/Supervisor _____

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

School _____

Performance Standards:

- I. Occupational and physical therapists are committed to students and their learning.
- II. Occupational and physical therapists have an in-depth knowledge of their respective fields and know how to implement and appropriate programs.
- III. Occupational and physical therapists are responsible for establishing and managing student learning in a positive learning environment.
- IV. Occupational and physical therapists continually assess student progress, analyze the results and adapt intervention to improve student achievement.
- V. Occupational and physical therapists are committed to continuous improvement and professional development.
- VI. Occupational and physical therapists 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 ____/____/____

Occupational/Physical Therapist's Signature _____ Date ____/____/____

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