

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Final Evaluation Report: Montgomery County Infants and Toddlers (MCITP) Early Interventionists

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 home visits, classroom observations, assessment data, contributions to overall program mission, review of professional growth plans and implementation results, and any other documents collected by the evaluator and/or the early interventionist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

MCITP Early Interventionist \_\_\_\_\_

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

Coordinator \_\_\_\_\_ Supervisor \_\_\_\_\_

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

Location \_\_\_\_\_ Specialty \_\_\_\_\_

**Performance Standards:**

- I. MCITP early interventionists are committed to assist families with children between birth and three years of age with their efforts to address their child's developmental needs.
- II. MCITP early interventionists demonstrate knowledge of early childhood development and principles of adult learning and how to teach these skills to their families.
- III. MCITP early interventionists are responsible for establishing and managing family and child learning in a positive learning climate.
- IV. MCITP early interventionists continually assess child and family progress, analyze the results, and adapt instruction to improve outcome achievement and promote family training.
- V. MCITP early interventionists are committed to continuous improvement and professional development.
- VI. MCITP early interventionists exhibit a high degree of professionalism.

**Dates of Observations** (announced?)    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_  
 Yes     Yes     Yes     Yes

**Date of Post-Observation Conference**    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_

**Dates of Post-Observation Conference Report (POCR)**    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_

**Final Rating**     Meets Standard     Below Standard

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

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

MCITP Early Interventionist's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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