

Final Evaluation Report: Business and Operations Administrators



Administrative and Supervisory Professional Growth System
Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

MCPS Form 430-95
March 2011

Name _____ Employee Number _____

Years of MCPS Administrative Experience _____ Office _____

Immediate Supervisor's Name _____

Type of Evaluation

- | | |
|---|---|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Second Year |
| <input type="checkbox"/> New to MCPS | <input type="checkbox"/> Veteran |
| <input type="checkbox"/> Special Evaluation | <input type="checkbox"/> Change in Assignment (change in position classification) |

Directions: Evaluators complete a narrative description of the administrator's performance based on the leadership standards listed below. The narrative includes a context paragraph, background information, and data that is listed and gathered as stated in the Evaluation Process for Business and Operations Administrators.

Leadership Standards: Each business and operations administrator is a leader who promotes the success of all students as he/she:

1. Facilitates and supports the development, articulation, and implementation of the school system's strategic plan;
2. Creates and sustains a culture of professional growth and high expectations to support the school system's strategic plan;
3. Ensures the effective and efficient management of his/her office or program;
4. Collaborates with stakeholder groups including students, staff, families, community members, business partners, and community agencies;
5. Models professionalism and professional growth to create a positive work environment; and
6. Understands, responds to, and influences the political, social, economic, legal, and cultural contexts of the school system.

Dates of Observations _____

Dates of Conferences _____

Final Rating Meets Standard Does Not Meet Standard

Evaluator's Signature _____ Date _____

Business and Operations Administrator's Signature _____ Date _____