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

MONTGOMERY COUNTY PUBLIC SCHOOLS Maryland

CLEAR FORM

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_____ Current Evaluation Cycle _____

Principal _____

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

School -- Choose One --

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
Date of Post-Observation Conference	____/____/_____	____/____/_____	____/____/_____	____/____/_____
Dates of Post-Observation Conference Report (POCR)	____/____/_____	____/____/_____	____/____/_____	____/____/_____
2nd Semester Short Form (Tenured Teachers ONLY Meeting Standards)	____/____/_____	____/____/_____		

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.)

Distribution: Copy 1—SDT Copy 2—Principal Copy 3—Office of Human Resources and Development

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:
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.

2nd Semester Short Form:
The criteria for success are only used for tenured teachers rated as “meets standard”.