

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Pupil Personnel Worker (PPW)

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 performance standards for PPWs. The narrative will reflect information gathered from a variety of sources including review of data collection, observations, and evidence of contribution to overall school and department missions. In addition, the final summary will include a review of professional development plans and outcomes as well as other documents collected by the evaluator and/or PPW during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

PPW _____ Employee Number _____

Supervisor _____ Years of PPW Experience _____

Field Office _____ Years of MCPS Experience _____

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

Performance Standards:

- I. PPWs are committed to students and their learning.
- II. As advocates for all students, PPWs demonstrate the knowledge and skills to develop interventions and access resources.
- III. PPWs collaborate in establishing and facilitating a positive learning environment to enhance student growth and achievement.
- IV. PPWs review and analyze student performance and assist in the design and implementation of interventions to address student's needs.
- V. PPWs are committed to continuous improvement and professional development.
- VI. PPWs 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 ____/____/____

Principal's/Supervisor's Signature _____ Date ____/____/____

PPW's Signature _____ Date ____/____/____

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