

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Instructional Specialist

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 workplace observations, client feedback, contributions to overall office/department mission, review of professional growth plans and implementation results, and any other documents collected by the evaluator and/or the instructional specialist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Instructional Specialist _____

Employee Number _____ Years of MCPS Experience _____

Supervisor/Coordinator/Evaluator _____

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

Office _____

Performance Standards:

- I. Instructional Specialists show their commitment to students and student learning through their work with teachers, administrators, support staff, and the broader educational community.
- II. Instructional specialists are knowledgeable in their field and use their expertise to promote system-wide goals by communicating their knowledge to teachers, administrators, support staff, and the broader educational community.
- III. Instructional specialists are responsible for establishing and managing a positive learning environment.
- IV. Instructional specialists use data to support the educational community's efforts to improve student achievement.
- V. Instructional specialists are committed to continuous improvement and professional development.
- VI. Instructional specialists 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 ____/____/____

Instructional Specialist's Signature _____ Date ____/____/____

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

For employees who are not meeting standard, the evaluator must provide the dates on which the PO CR was delivered to the employee. If the employee refuses to sign as acknowledgement of receipt of the PO CR, please include the signature of a witness.