

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Final Evaluation Report: School Psychologist

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 for school psychologists. The narrative will reflect information gathered from a variety of sources, including: review of data collection, formative and summative observations (both professional and administrative), review of consultation or assessment case samples and evidence of contributions to overall school and department missions. Additional documentation might include: functional behavior assessment and behavior improvement plans, mental health clinical case notes, logs, and/or the school psychologist during the length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

School Psychologist \_\_\_\_\_

Employee Number \_\_\_\_\_ Current Evaluation Cycle \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

- Type  First-year Probationary  Special Education  Tenured (4-year cycle)
- Second-year Probationary  First-Year School Psychologist  Tenured (5-year cycle)
- Third-year Probationary  Tenured (3-year cycle)

Office \_\_\_\_\_

**Performance Standards:**

- I. School psychologists are committed to students and their learning.
- II: School psychologists have knowledge and apply educational and psychological theories and practices that are evidence supported and know how to deliver these services to schools.
- III: School psychologists demonstrate skills in consulting, collaborating, and communicating effectively with others.
- IV: School psychologists utilize varied models and methods of authentic assessment and data collection/analysis to identify academic, social/emotional and mental health strengths and needs; develop effective services and programs and measure progress toward targeted outcomes.
- V: School psychologists actively participate in activities designed to continue, enhance, and upgrade their professional skills to ensure high-quality service provision.
- VI. School psychologists 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
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Date of Post- Observation Conference	____/____/____	____/____/____	____/____/____	____/____/____
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Dates of Post- Observation Conference Report (POCR)	____/____/____	____/____/____	____/____/____	____/____/____
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2nd Semester Short Form (Tenured Teachers ONLY Meeting Standards)	____/____/____	____/____/____
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Final Rating  Meets Standard  Below Standard

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

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

School Psychologist's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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