

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Final Evaluation Report: Reading Specialist**

**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 following performance standards. The description includes classroom observations, analysis and review of student results as described in the shared accountability system, contributions to overall school mission and environment, review of student and parent/guardian surveys, and review of professional growth plans and implementation results, and any other documents collected by the evaluator and/or the reading specialist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Reading Specialist \_\_\_\_\_

Employee Number \_\_\_\_\_ Years of MCPS Experience \_\_\_\_\_

Principal \_\_\_\_\_

- Type:  First-year Probationary  Tenured (3-year cycle)  
 with CT  without CT  Tenured (4-year cycle)  
 Second-year Probationary  Tenured (5-year cycle)  
 Third-year Probationary  Special Evaluation

School \_\_\_\_\_ Subject or Grade Level \_\_\_\_\_

**Performance Standards:**

- I. Reading specialists show their commitment to student and staff learning through work with students, staff, and families.
- II. Reading specialists are knowledgeable in their field and use their expertise to promote student and staff learning.
- III. Reading specialists are responsible for supporting a comprehensive reading program that promotes staff and student learning in the positive environment of a learning community.
- IV. Reading specialists collaborate with administrators and staff to collect, analyze, and use reading data from formal and informal sources to improve reading achievement.
- V. Reading specialists are committed to their own continuous improvement and professional development.
- VI. Reading specialists exhibit a high degree of professionalism.

<b>Dates of Observations</b> (announced?)	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes	____/____/____ <input type="checkbox"/> Yes
<b>Date of Post-Observation Conference</b>	____/____/____	____/____/____	____/____/____	____/____/____
<b>Dates of Post-Observation Conference Report (POCR)</b>	____/____/____	____/____/____	____/____/____	____/____/____

**Final Rating**  Meets Standard  Below Standard

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

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

Reading Specialist's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*(Reading Specialist's signature indicates that the reading specialist has read and reviewed the final evaluation summary, not necessarily that the reading specialist concurs with the contents. Reading 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 reading 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 reading specialists, three observations are required if the reading 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 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.