Final Evaluation Report: Middle School (MS) Content Specialist

MONTGOMERY COUNTY PUBLIC SCHOOLS Maryland

CLEAR FORM

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 MS content specialist during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

MS Content Specialist _____

Employee Number _____ Current Evaluation Cycle _____

Principal _____

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

School -- Choose One -- Subject or Grade Level _____

Performance Standards:

I. MS Content Specialists show their commitment to student and staff learning through work with students, staff, and families.

II. MS Content Specialists are knowledgeable in their field and use their expertise to promote student and staff learning.

III. MS Content Specialists are responsible for supporting a comprehensive reading program that promotes staff and student learning in the positive environment of a learning community.

IV. MS Content Specialists collaborate with administrators and staff to collect, analyze, and use reading data from formal and informal sources to improve reading achievement.

V. MS Content Specialists are committed to their own continuous improvement and professional development.

VI. MS Content Specialists exhibit a high degree of professionalism.

VII. MS Content Specialists are committed to students and staff through effectiveness.

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____/____/_____

MS Content Specialist's Signature _____ Date____/____/_____

(MS Content Specialist's signature indicates that the content specialist has read and reviewed the final evaluation summary, not necessarily that the content specialist concurs with the contents. Content specialists may choose to attach comments.)

Distribution: Copy 1—Employee 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 MS content 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 MS content specialists, three observations are required if the MS content 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:
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".