

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Final Evaluation Report: Middle School Team Leader

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, review of student and parent/guardian surveys, review of professional growth plans and implementation results, and any other documents collected by the evaluator and/or the MS team leader during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Middle School (MS) Team Leader \_\_\_\_\_

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

Principal \_\_\_\_\_

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

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

**Performance Standards:**

- I. MS Team Leaders are committed to students and their learning.
- II. MS Team Leaders know the subjects they teach and how to teach those subjects to students.
- III. MS Team Leaders are responsible for establishing and managing student learning in a positive learning environment.
- IV. MS Team Leaders continually assess student progress, analyze the results, and adapt instruction to improve student achievement.
- V. MS Team Leaders are committed to continuous improvement and professional development.
- VI. MS Team Leaders exhibit a high degree of professionalism.
- VII. MS Team Leaders are committed to students and staff through effective school and team leadership.

<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 \_\_\_\_/\_\_\_\_/\_\_\_\_

MS Team Leader's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*(MS Team Leader's signature indicates that the MS Team Leader has read and reviewed the final evaluation summary, not necessarily that the MS Team Leader concurs with the contents. MS Team Leaders 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 MS team leaders 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 team leaders, three observations are required if the MS team leader 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.