

Administrator Post-Observation Conference Report

Professional Growth System
Office of Human Resources and Development
Rockville, Maryland
MONTGOMERY COUNTY PUBLIC SCHOOLS

INSTRUCTIONS

Observer completes a description of the administrator's patterns in the session based on the [Criteria for Success](#) and the MCPS Performance Standards. Use additional sheets as necessary.

EMPLOYEE INFORMATION

Administrator _____ Observation Date ____/____/____

Observer _____ Observation Time from _____ to _____

School/Location _____

Post-Observation Conference Date ____/____/____ Focus of Session _____

Observer Description

Observer's Signature _____ Date _____

Administrator's Signature _____ Date _____

(The administrator's signature indicates that the administrator has read and reviewed the Post-Observation Conference Report, not necessarily that the administrator concurs with the contents.) Administrators may choose to attach comments.