

# Final Evaluation Report: Community School Liaison

**Department of Professional Growth Systems**  
**Division of Human Resources and Talent Management**  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**INSTRUCTIONS:** Evaluators complete a description of patterns of the community school liaison's performance over the evaluation period, based on the *Criteria for Success*. The narrative includes information gathered from a variety of sources: community school liaison observations, analysis and review of student results as described in the shared accountability system, contributions to the overall school mission and environment, and any other documents collected by the evaluator and/or the community school liaison during the full length of the cycle. Please see Page 2 for directions for the Completion of Final Evaluation Dates.

Community School Liaison \_\_\_\_\_ Employee Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Years of Experience \_\_\_\_\_

Field Office \_\_\_\_\_ Years of MCPS Experience \_\_\_\_\_

- Type
- |   |  |
|---|--|
| <input type="checkbox"/> First-year Probationary  | <input type="checkbox"/> Tenured/First-year Community School Liaison |
| <input type="checkbox"/> Second-year Probationary | <input type="checkbox"/> Tenured (3-year cycle)                      |
| <input type="checkbox"/> Third-Year Probationary  | <input type="checkbox"/> Tenured (4-year cycle)                      |
| <input type="checkbox"/> Special Evaluation       | <input type="checkbox"/> Tenured (5-year cycle)                      |

**Performance Standards:**

STANDARD I: Community School Liaison is committed to equitably supporting the whole child and their families.

STANDARD II: Community School Liaison know the MSDE and MCPS policies and best practices of Community Schools and how to implement these policies and practices.

STANDARD III: Community School Liaison is responsible for establishing and managing the community school MCPS model in a positive learning community.

STANDARD IV: Community School Liaison is responsible for collecting, analyzing, and reporting requirements.

STANDARD V: Community School Liaison is committed to continuous improvement and professional development.

STANDARD VI: Community School Liaison exhibits 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
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<b>Date of Post-Observation Conference</b>	____/____/____	____/____/____	____/____/____	____/____/____
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<b>Dates of Post-Observation Conference Report (POCR)</b>	____/____/____	____/____/____	____/____/____	____/____/____
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<b>2nd Semester Short Form (Tenured Teachers ONLY Meeting Standards)</b>	____/____/____	____/____/____
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**Final Rating**    Meets Standard    Below Standard

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

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

Community School Liaison Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### **2nd Semester Short Form:**

The criteria for success are only used for tenured teachers rated as “meets standard”.