

# Final Evaluation Report: Athletics Directors (MCAAP)

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

**DIRECTIONS:** Evaluators complete a narrative description based on the following performance standards for the Athletic Director (AD). The narrative includes information gathered from a variety of sources including, but not limited to, observations, review of a strategic plan and implementation process, analysis of financial reports, evidence of use of school data in planning, sample meeting and event agendas, communication to athletic department staff and school community, evidence of professional development, and any other documents by the evaluator or AD during the length of the cycle.

Athletic Director \_\_\_\_\_

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

Principal \_\_\_\_\_

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

School \_\_\_\_\_

## Performance Standards:

1. The AD is an educational leader who promotes success for all student-athletes as they facilitate and support the development, articulation, and implementation of an athletic department's mission, vision, and set of core values in alignment with the school system's strategic plan.
2. The AD is a leader in the organization who promotes success for all students as they create and sustain a culture of professional growth, equity, high expectations and culturally responsive practices to promote each student-athlete's success and well-being.
3. The AD is an educational leader who promotes success for all student-athletes as they ensure the effective and efficient management of their local athletics department.
4. The AD is an educational leader who promotes success for all student-athletes as they collaborate with stakeholder groups, including students, staff, families, community members, business partners, and community agencies.
5. The AD is an educational leader who promotes success for all student-athletes as they model professionalism and professional growth to create a positive work environment.
6. The AD administrator is an educational leader who promotes success for all students as they understand, respond to, and influence the political, social, economic, legal, and cultural contexts of the school system.

<b>Dates of Observations</b> (announced?)	____/____/____ <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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**Final Rating** ☐ Meets Standard ☐ Does Not Meet Standard

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

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

AD's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*(AD's signature indicates that the AD has read and reviewed the final evaluation, not necessarily that the AD concurs with the contents. AD's may choose to attach comments.)*

Distribution: Copy 1—AD Copy 2—Principal Copy 3—Division of Human Resources and Talent Management

## **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 ASs in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary ASs, three observations are required if the AS 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”.