



Final Evaluation Report: Teacher

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

MCPS Form 425-39
June 2019
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INSTRUCTIONS: Evaluators complete a description of patterns of the teacher's performance over the evaluation period, based on the [Criteria for Success](#). 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 surveys, review of Student Learning Objectives (SLO) and implementation results, and any other documents collected by the evaluator and/or the teacher during the full length of the cycle. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Teacher _____

Employee Number _____ Years of MCPS Experience _____

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

School _____ Subject or Grade Level _____

Performance Standards:

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

| | | | | |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Dates of Observations (announced?) | _____ <input type="checkbox"/> Yes | _____ <input type="checkbox"/> Yes | _____ <input type="checkbox"/> Yes | _____ <input type="checkbox"/> Yes |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|

| | | | | |
|-----------------------------|-------|-------|-------|-------|
| Dates of Conferences | _____ | _____ | _____ | _____ |
|-----------------------------|-------|-------|-------|-------|

| | | | | |
|---|-------|-------|-------|-------|
| Dates of Post-Observation Conference Report (POCR) | _____ | _____ | _____ | _____ |
|---|-------|-------|-------|-------|

Final Rating by Principal Meets Standard Below Standard
Rating by PAR Panel Emerging

Evaluator's Signature _____ Date _____

Principal's Signature _____ Date _____

Teacher's Signature _____ Date _____

(Teacher's signature indicates that the teacher has seen the final evaluation summary. Teacher's signature does not signify acceptance of the rating.)

* Standard VII applies only to content specialists, resource teachers, and secondary team leaders.

Directions for Completion of Final Evaluation Dates

Please see summary of minimum required formal observation chart in the Teacher PGS handbook.

Dates of Observation:

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