

## Montgomery County Public Schools Mid-Term Evaluation Checklist

School: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Areas of Leadership Assessment</b>		Comments
Planning and Assessment	The administrator uses various forms of data with the staff in meaningful ways that causes staff to reflect and change practice in observable ways.	
Instructional Leadership	The administrator routinely conducts staff development that uses data and research to build on practice.  Integrates Technology into instruction.	
Assessing the Instructional Program	The administrator observes frequently in his/her department.	
Communication And Community Relations	The administrator has effective interpersonal skills with staff, students and parents, and is well liked at the school.	
	The administrator works collaboratively with staff, families, and community members.	
	It is evident the administrator builds leadership capacity by the leadership roles the administrator empowers his/her staff with routinely related to instruction.	
Safety	The administrator provides a safe Environment.	
Professional Development and Reflection	The administrator engages in professional development activities that are used in observable ways to improve practices in the school.	
Written CIP Plans And Administrative Goals	The administrator has an updated well-written Department plan and thoughtful goals that he/she can discuss in depth.	
Problem Solving	The administrator solves problems within the School/department, and there are no consistent parental or staff complaints directly about the principal's leadership or instructional staff that central administration has to be involved with solving.	
	The administrator effectively schedules in balanced ways.	

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

**MONTGOMERY COUNTY PROFESSIONAL STAFF  
ADMINISTRATOR SUMMATIVE EVALUATION FORM**

ADMINISTRATOR \_\_\_\_\_ School \_\_\_\_\_  
Last Name First Name

Date \_\_\_\_\_ Grade level/subject \_\_\_\_\_

Primary Evaluator \_\_\_\_\_  
Name Title

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Planning and Assessment</b>				

**Criteria:**

- The administrator effectively employs various processes for gathering, analyzing, and using data for decision- making.
- The administrator collaboratively develops and implements a school improvement plan that results in increased student learning.
- The administrator plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement in the Standards of Learning.
- The administrator develops plans for effective allocation of fiscal and other resources.

*Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:*

- 
- 
- 
- 

**Evaluator Comments:**

---



---



---



---

**Evaluatee Responses/Comments:**

---



---



---



---

Administrator's Name: \_\_\_\_\_

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Instructional Leadership</b>				

**Criteria:**

- The administrator communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division.
- The administrator supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas.
- The administrator selects, inducts, supports, evaluates, and retains quality instructional and support personnel.
- The administrator provides staff development programs consistent with program evaluation results and school instructional improvement plans.
- The administrator identifies, analyzes, and resolves problems using effective problem-solving techniques.

***Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:***

- 
- 
- 
- 

**Evaluator Comments:**

---

---

---

---

**Evaluatee Responses/Comments:**

---

---

---

---

Administrator's Name: \_\_\_\_\_

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Communication and Community Relations</b>				

**Criteria:**

- The administrator promotes effective communication and interpersonal relations with students and staff.
- The administrator promotes effective communication and interpersonal relations with parents and other community members.
- The administrator works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.

*Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:*

- 
- 
- 
- 

**Evaluator Comments:**

---

---

---

---

**Evaluatee Responses/Comments:**

---

---

---

---

Administrator's Name: \_\_\_\_\_

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Safety and Organizational Management For Learning</b>				

**Criteria:**

- The administrator maintains effective discipline and fosters a safe and positive environment for students and staff.
- The administrator coordinates the effective daily operation of the assigned area of responsibility.
- The administrator manages human, material, and financial resources to ensure effective student learning and to comply with legal mandates.
- The administrator demonstrates effective organizational skills to achieve school, community, and division goals.

***Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:***

- 
- 
- 
- 

**Evaluator Comments:**

---

---

---

---

**Evaluatee Responses/Comments:**

---

---

---

---

Administrator's Name: \_\_\_\_\_

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Professionalism</b>				

**Criteria:**

- The administrator models professional, moral and ethical standards as well as personal integrity in all interactions.
- The administrator works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.
- The administrator takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.
- The administrator provides service to the profession, the division, and the community and performs other reasonable job related tasks as assigned by the superintendent or designee.

***Some Sample Performance Indicators*** for each of the above criteria in this category are listed in the **Montgomery County Staff Evaluation Handbook**. The evaluator and/or evaluatee may list below any ***School-specific Indicators/Common Goals*** for this category:

- 
- 
- 
- 

**Evaluator Comments:**

---

---

---

---

**Evaluatee Responses/Comments:**

---

---

---

---

Administrator's Name: \_\_\_\_\_

### Conference Summary

**Additional Evaluator Comments:**

---

---

---

---

---

**Additional Evaluatee Responses:**

---

---

---

---

---

**Observation Date(s):** \_\_\_\_\_


**Recommended for Reemployment:**  Yes  No  
(Applies to teachers on Annual Contract only)

\_\_\_\_\_  
Evaluator Signature\*                      Date

\_\_\_\_\_  
Evaluatee Signature\*                      Date

**\* Signature does not necessarily indicate concurrence but rather that a summative conference with the evaluator has taken place and the evaluatee has received a copy of this completed summative evaluation form.**

## Administrators' Evaluation Process

<b>Year 1 *</b> Formal Evaluation Process Annual Contract				<b>Year 1</b> Successful	<b>Year 1</b> Successful
				<b>No</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Oct. 1</li> <li>• Criteria</li> <li>• Expectations</li> <li>• Benchmark</li> <li>• Indicators</li> </ul>	<u>360° Feedback</u> <ul style="list-style-type: none"> <li>• School Climate</li> <li>• Leadership</li> </ul>	APDA	<u>Conf. #2</u> <ul style="list-style-type: none"> <li>• May 1</li> <li>• Evidence of Success</li> <li>• 360° Feedback</li> <li>• Sum. Eval. Form</li> </ul>	Assistance Plan ↓	
				Assess for Improvement Plans	
				Re-Assign., Non-Renew, Terminate	
<b>Year 2 *</b> Formal Evaluation Process Annual Contract				←	<b>Yes</b>
APDA-B					
Conf. #1	360° Feedback	Conf. #1	Conf. #2	<b>Year 2</b> Successful <b>No</b> ↓	<b>Yes</b> ↓
				Assistance Plan	
				Improvement <b>No</b> ↓	
				Re-Assign., Non-Renew, Terminate	
<b>Year 3 *</b> Formal Evaluation Process Annual Contract				←	
Conf. #1 Oct. 1	360° Feedback	Conf. #2 May 1		<b>Year 3</b> Successful <b>No</b> ↓	<b>Yes</b> ↓
				Assistance Plan	
				Improvement <b>No</b>	
				Re-Assign., Non-Renew,	↓

					Terminate	
Self-Directed Evaluation Process *						←
Year 1						
Conf. #1	Written Plan Dec. 1	360° Feedback	Conf. #2			
<ul style="list-style-type: none"> <li>• Oct. 1</li> <li>• Goals (1-5 yr.)</li> <li>• Activities</li> </ul>			<ul style="list-style-type: none"> <li>• June 1</li> <li>• Progress</li> <li>• 360° Results</li> </ul>			
Self-Directed Evaluation Process *						
Year 2 and Beyond						
Continue Goals	New Goals Oct. 1		360° Feedback	Conf. #2 June 1	Peer Panel June 1	
<u>Opt. Peer Panel</u> Names Dec. 1						
<b>Written Progress Summary</b>						
					<ul style="list-style-type: none"> <li>• <b>June 15</b></li> <li>• <b>Progress</b></li> <li>• <b>360° Feedback</b></li> </ul>	

**\*An administrator may be placed on an Assistance Plan at any time.**