

MONTGOMERY COUNTY PUBLIC SCHOOLS
TRADITIONAL EVALUATION PROCESS
FOR TEACHERS ON CONTINUING CONTRACT
Planning Conference-Observation-Reflective Conference Summary

Teacher _____

Administrator _____

Note: Teachers on continuing contract may elect to follow a traditional evaluation process rather than participating in the Self-Directed Evaluation Process. The traditional evaluation will be based on the criteria used in the Summative Evaluation Process.

Key areas for observation include: Planning and Assessment, Instruction, Communication and Community Relations, Safety and Learning Environment, and Professionalism. Descriptions of key areas and criteria and sample performance indicators can be found on pages 23-45 of *Learning for the Future: A New Approach to Professional Growth and Evaluation*.

The traditional evaluation process includes at least one formal observation. The schedule for the observation and conferences will be established by mutual agreement between the teacher and evaluator.

Planning Conference Summary

Date _____

Objectives for the Lesson:

Strategies to Be Used:

How Learning Will Be Assessed:

Data to Be Collected:

Observation:

Date _____

Optional: Attach data collection forms.

Reflective Conference Summary

Date _____

Objectives of the Lesson:

Strategies Used:

How Learning Was Assessed:

What Was Learned from the Analysis of Data:

Teacher's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

Copies to: Teacher, Evaluator, Human Resources