

MONTGOMERY COUNTY PUBLIC SCHOOLS
SUMMATIVE EVALUATION PROCESS - ANNUAL
Planning Conference-Observation-Reflective Conference Summary

Teacher _____ Administrator _____ School _____

Year 1 2 3 Observation 1 2 3 Estimated length of lesson _____

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*.

	Planning Conference: Date _____	Observation: Date _____	Reflective Conference: Date _____
Planning Areas Learning Objective(s)			
Strategies			

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Planning Areas	Planning Conference: Date _____	Observation: Date _____	Reflective Conference: Date _____
How Will Learning Be Assessed?			
What Will the Administrator Look For? What Data Will Be Collected? (Attach data collection sheet.)			

Teacher's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

Copies to: Teacher, Evaluator, Human Resources