

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

TEACHER \_\_\_\_\_ 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 teacher uses a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning.
- The teacher designs and plans effective instruction based upon knowledge of subject matter, students, the community and state and division curriculum guidelines.
- The teacher analyzes individual, group, and program needs and selects appropriate materials and resources to match the abilities and meet the needs of all students.
- The teacher identifies and communicates specific student performance expectations and documents student learning, using appropriate assessment instruments.
- The teacher designs instruction that promotes student understanding of diverse populations and a larger global community.

*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:*

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**Evaluator Comments:**

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**Evaluatee Responses/Comments:**

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Teacher's Name: \_\_\_\_\_

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

**Criteria:**

- The teacher demonstrates knowledge of the subject being taught.
- The teacher differentiates instruction to provide meaningful learning experiences to meet diverse student needs.
- The teacher promotes the development of critical thinking, problem solving, and performance skills by using a variety of materials, technology and resources.
- The teacher selects, evaluates, and refines a variety of teaching methods and instructional strategies.

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**Evaluator Comments:**

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**Evaluatee Responses/Comments:**

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Teacher's Name: \_\_\_\_\_

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

**Criteria:**

- The teacher promotes and maintains positive communication with students, parents, and community.
- The teacher works collaboratively with staff, families, and community resources to support the success of a diverse student population.
- The teacher demonstrates effective and appropriate communication 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:*

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**Evaluator Comments:**

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**Evaluatee Responses/Comments:**

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Teacher's Name: \_\_\_\_\_

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
<b>Safety and Learning Environment</b>				

**Criteria:**

- The teacher implements a classroom management plan which establishes a safe, effective and positive learning environment for students and staff.
- The teacher utilizes classroom procedures to maximize student learning.
- The teacher creates and maintains a positive environment that promotes respect and self discipline.
- The teacher assumes responsibility for school and classroom materials, equipment, and facilities.
- The teacher works with others to promote and ensure a safe and orderly environment on the school campus.

***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:***

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**Evaluator Comments:**

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**Evaluatee Responses/Comments:**

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Teacher's Name: \_\_\_\_\_

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

**Criteria:**

- The teacher models professional, moral and ethical standards as well as personal integrity.
- The teacher provides service to the profession and division within the school community.
- The teacher actively participates in school and division continuous improvement processes.
- The teacher works in a collegial and collaborative manner with school personnel and the community.
- The teacher participates in some aspects of the overall school program outside the classroom.
- The teacher participates in a meaningful and continuous process of professional development.
- The teacher performs other reasonable job related tasks as assigned by the principal 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:***

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**Evaluator Comments:**

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**Evaluatee Responses/Comments:**

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Teacher's Name: \_\_\_\_\_

### Conference Summary

**Additional Evaluator Comments:**

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**Additional Evaluatee Responses:**

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**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.**