

MONTGOMERY COUNTY PUBLIC SCHOOLS

Final Evaluation Report: Athletics Specialist—High School

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

DIRECTIONS: Evaluators complete a narrative description based on the following performance standards for the Athletics Specialist (AS). The narrative includes information gathered from a variety of sources including, but not limited to, observations, review of a strategic plan and implementation process, analysis of financial reports, evidence of use of school data in planning, sample meeting and event agendas, communication to athletic department staff and school community, evidence of professional development, and any other documents by the evaluator or AS during the length of the cycle.

Athletics Specialist _____

Employee Number _____ Years of MCPS Experience _____

Principal _____

- Type: First-year Probationary Tenured/First-Year SDT
 Second-year Probationary Tenured (3-year cycle)
 Special Evaluation Tenured (4-year cycle)
 Tenured (5-year cycle)

School _____

Performance Standards:

- AS provide leadership and facilitate a shared vision of high-quality athletic programs that support achievement for all student-athletes.
- AS ensure a high-quality athletic program is developed, articulated, and implemented.
- AS are responsible for establishing and managing an athletic program that fosters a positive learning environment.
- AS assess and analyze data to develop and adapt plans that enhance the athletic program.
- AS are committed to continuous improvement and professional development.
- AS exhibit a high degree of professionalism.

Dates of Observations (announced?) ___/___/___ ___/___/___ ___/___/___ ___/___/___
 Yes Yes Yes Yes

Dates of Post-Observation Conference ___/___/___ ___/___/___ ___/___/___ ___/___/___

Dates of Post-Observation Conference Report (POCR) ___/___/___ ___/___/___ ___/___/___ ___/___/___

Final Rating Meets Standard Below Standard

Evaluator's Signature _____ Date ___/___/___

Principal's Signature _____ Date ___/___/___

AS's Signature _____ Date ___/___/___

(AS's signature indicates that the AS has read and reviewed the final evaluation, not necessarily that the AS concurs with the contents. AS's may choose to attach comments.)

Directions for Completion of Final Evaluation Dates

Please see summary of minimum required formal observation chart in the [Teacher-Level Professional Growth System Handbook](#) for more information.

Dates of Observation:

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