Final Evaluation Report:
Assistant Principals, Assistant School Administrators, and Coordinators of School-based Programs

Administrative and Supervisory Professional Growth System
Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

Name _____ Employee Number_____

Position_____Title_____School _____

Current Evaluation Cycle_____ Years of MCPS Administrative Experience_____

Principal Name _____

Type of Evaluation

❏ First Year   ❏ Second Year   ❏ Change in Level Assignment

❏ Veteran   ❏ Special Evaluation

❏ Intern

Directions: Evaluators complete a narrative description of the assistant principal/assistant school administrator/coordinator of a school-based program's performance based on the leadership standards listed below. The narrative includes a context paragraph, background information, and data that is listed and gathered as stated in the evaluation process for assistant principals, assistant school administrator, and coordinators of school-based programs.

Dates of Observations _____ _____ _____ _____

Dates of Conferences _____ _____ _____ _____

A Highly Effective Assistant Principal/Assistant School Administrator/Coordinator of a School-based Program:
Meets all 10 standards:
An assistant principal/assistant school administrator/coordinator of a school-based program who consistently initiates and engages in self-motivated leadership practices to foster meaningful collaboration and distributive leadership that promote equitable academic outcomes and the well-being for every student. An assistant principal/assistant school administrator/coordinator of a school-based program who consistently communicates and implements a school vision with high expectations for school leadership that is ethical, equitable, and results in school improvement. An assistant principal/assistant school administrator/coordinator of a school-based program who consistently develops school leadership to respond to school needs from a data-driven lens.

An Effective Assistant Principal/Assistant School Administrator/Coordinator of a School-based Program:
Meets all 10 standards with an identified area for growth:
An assistant principal/assistant school administrator/coordinator of a school-based program who initiates and engages in self-motivated leadership practices to foster meaningful collaboration and distributive leadership that promote equitable academic outcomes and well-being for every student. An assistant principal/assistant school administrator/coordinator of a school-based program who communicates and implements a school vision with high expectations for school leadership that is ethical, equitable, and results in school improvement. An assistant principal/assistant school administrator/coordinator of a school-based program who develops school leadership to respond to school needs from a data-driven lens.

An Ineffective Assistant Principal/Assistant School Administrator/Coordinator of a School-based Program:
Does not meet 1 or more of the 10 standards:
An assistant principal/assistant school administrator/coordinator of a school-based program who inconsistently implements a school vision. An assistant principal/assistant school administrator/coordinator of a school-based program who inconsistently and/or rarely initiates a response without direction from the principal supervisor. The principal demonstrates limited to inadequate improvements in response to the support provided by the principal supervisor.

Final Rating   ❏ Highly Effective   ❏ Effective   ❏ Ineffective

Evaluator's Signature _____ Date _____

Assistant Principal/Assistant School Administrator/
Coordinator of a School-based Program Signature _____ Date _____

Vision and Leadership Expectations
    STANDARD I: Mission, Vision, and Core Values
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who supports the development, advocates, and enacts a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
    STANDARD II: Ethics and Professional Norms
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who acts ethically and according to professional norms to promote each student's academic success and well-being.

Teaching and Learning
    STANDARD III: Equity and Cultural Responsiveness
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who strives for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
    STANDARD IV: School Improvement
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who acts as an agent of continuous improvement to promote each student's academic success and well-being.
    STANDARD V: Curriculum, Instruction, and Assessment
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who assists the principal with developing and supporting intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
    STANDARD VI: Community of Care and Support for Students
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
    STANDARD VII: Professional Capacity of School Personnel
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who assists the principal with developing the professional capacity and practice of school personnel to promote each student's academic success and well-being.
    STANDARD VIII: Professional Community for Teachers and Staff
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who supports the principal in fostering a professional community of teachers and other professional staff to promote each student's academic success and well-being.

Meaningful Engagement
    STANDARD IX: Meaningful Engagement of Families and Community
        The assistant principal, assistant school administrator, and coordinator of a school based program is an educational leader who supports the principal with engaging families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

Operations and Management
    STANDARD X: Operations and Management
        The assistant principal, assistant school administrator, and coordinator of a school-based program is an educational leader who assists the principal with managing school operations and resources to promote each student's academic success and well-being.

Narrative Description: Evaluators complete a narrative description containing a context paragraph, background information, and data sources used for the evaluation.

Vision and Leadership Expectations

Directions: Write at least one claim statement followed by several examples of supporting evidence for each of the A & S standards under each of the corresponding four MCPS themes.

    STANDARD I:

    STANDARD II:

    STANDARD III:

Teaching and Learning

Directions: Write at least one claim statement followed by several examples of supporting evidence for each of the A & S standards under each of the corresponding four MCPS themes.

STANDARD IV:

STANDARD V:

STANDARD VI:

STANDARD VII:

STANDARD VIII:

Meaningful Engagement

Directions: Write at least one claim statement followed by several examples of supporting evidence for each of the A & S standards under each of the corresponding four MCPS themes.

STANDARD IX:

Operations and Management

Directions: Write at least one claim statement followed by several examples of supporting evidence for each of the A & S standards under each of the corresponding four MCPS themes.

STANDARD X:

Distribution: Copy 1—Assistant Principal/Assistant School Administrator/Coordinator of School Based Programs, Copy 2—Principal, Copy 3—Office of Human Resources and Development