

***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***