

# SUBSTITUTE EVALUATION FORM

Dear Teachers:

We would like to know how things are working out with our substitute teachers. When you have a sub, please take a few seconds to run down this brief form and circle the choice that best suits your impression of this sub's performance.

**PLEASE GIVE AN EXPLANATION FOR EACH ITEM UNDER "EXCEEDS" OR "NEEDS IMPROVEMENT".**

This form should be turned in to your site coordinator or to the substitute coordinator.

Thanks for your help!

NAME OF SUBSTITUTE TEACHER: \_\_\_\_\_

<b>PERFORMANCE RATINGS</b>	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Skills Emerging 2</b>	<b>Needs Improvement 1</b>
The substitute's professionalism was: (clothing, talk during class time, etc.)	Good	Acceptable		Not Acceptable
The substitute arrived for work:	Early	On Time		Late
Interaction between the substitute and the children was:	Good frequent *positive *open-ended	Acceptable responsive *timely *appropriate	Acceptable *appropriate *infrequent	Unacceptable *nonexistent *inappropriate
Interaction between the substitute and the staff was:	Excellent Professional at all times	Good Able to follow directions with little guidance	Acceptable Appropriate Follows directions with guidance	Poor Inappropriate conversation while in the classroom
<b>TOTALS:</b>				

COMMENTS: Be specific. Make comments on back if necessary.

GRAND TOTAL:



DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

SIGNATURE/TITLE: \_\_\_\_\_