

SUBSTITUTE TEACHER EVALUATION

The District has developed an evaluation procedure for substitute teachers. This form allows the substitute teacher to report back to the teacher some basic information about the class. It also allows the classroom teachers an opportunity to comment on how the substitute performed in their classroom.

This form may also be used for both a positive or a negative evaluation. The principal will collect the forms and use them to evaluate the substitute teacher. If a negative pattern begins to develop, the principal will meet with the substitute teacher and explain the areas that need improving. If the negative evaluations continue, the principal will write a memo to the Personnel Department and request that the substitute be removed from the list of subs available at that site.

It is our belief that with this form, we will be able to maintain a very professional and effective list of substitute teachers.

PROCEDURE

1. The substitute teacher fills out the section of the evaluation form (copy in "Forms" section) entitled "Substitute's Report to Teacher." This form is left for the teacher.
2. The teacher reviews the substitute's report; the teacher then completes the "Teacher Evaluation of Substitute" section, signs the form and forwards it to the Site Principal.
3. The Site Principal reviews the reports and notes any problems or concerns. The Principal addresses any concerns with the substitute and/or teacher if needed.
4. The Principal retains a folder for each substitute with their evaluation forms.
5. If a pattern of negative reports develops, the Principal should discuss the problems with the substitute.
6. If a negative report pattern continues, the Principal writes a memo to the Personnel Department recommending that the substitute be removed from the list of eligible substitutes at that site. The memo is to include what the problem is and what discussions have taken place. Attach the substitute's evaluation forms.
7. The Personnel Department will notify the substitute and remove the substitute from SubFinder at that site.