

Substitute Teacher Evaluation Form

To be completed by classroom teacher upon return from absence and forwarded to Ms. Hampton.

Substitute Teacher's Name: _____ Date of Assignment: _____
(Print Name)

Classroom Teacher's Name: _____ Grade/Subject: _____

Performance Evaluation Scale

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Excellent
- 5 = Exceeds Expectations

Performance Criteria

Performance Rating
Unsatisfactory ←-----→ Exceeds Expectations

1. The substitute followed my lessons plans	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Followed established record keeping procedures	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Notes were left regarding work accomplished	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. The room was left in an orderly manner	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. The name and details of discipline problems were provided	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<i>Overall Summary of Performance</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

Would you like for this person to substitute for you again? If you're your answer is no,

why? _____

Specific comments concerning the substitute teacher: _____
