



Substitute Teacher Evaluation Rockwood School District

Instructions: This form is to evaluate the performance of substitute teachers who have substituted in your building. In addition to the rating section, please use the "comment section" to note an outstanding quality or an area needing improvement. While the names of individual teachers and building will not be used. The essence of your evaluation will be discussed with the teacher. Please complete items below that pertain to your area.

Substitute's Name: _____ School: _____

Date Substituted: _____ Job # _____

The Following Section to be Completed by Teacher or Administrator				
Evaluation of:	Excellent	Satisfactory	Unsatisfactory	Poor
Implemented lesson plans effectively				
Kept students on task				
Ability to manage students in the classroom (handled discipline problems)				
Left a written summary for the teacher.				Yes No
Left the teacher's materials, desk and classroom organized.				Yes No
Are there areas where the substitute could use improvement?				Yes No
Were there areas where the substitute excelled?				Yes No
Overall, did the substitute effectively manage the classroom and carry out a day of instruction for the students?				Yes No
Comments:				
The Following Section to be Completed by Office Personnel				
Was the substitute on time and ready for their assignment?	N/A	Yes	No	
Was the substitute dressed appropriately for the teaching assignment?	N/A	Yes	No	
Did the substitute cope effectively with discipline problems?	N/A	Yes	No	
Did the substitute maintain a positive attitude about the assignment?	N/A	Yes	No	
Did the substitute interact professionally with the students and staff?	N/A	Yes	No	
Would you want this substitute to sub in your building again?		Yes	No	
Comments:				

Teacher Signature

Administrator Signature

Date

Please attach extra comments if necessary.

Return completed form to: Substitute Facilitator, Human Resources, Administrative Center