

# Lockport Area Special Education Cooperative

## Substitute Performance Review Process

The purpose of this evaluation procedure is to provide substitute teachers with guidance and direction as well as recognition for exemplary performance. By identifying areas of improvement and recognition of outstanding performance we can provide a better opportunity for the success of the teacher and continued achievement of our students.

LASEC will provide Substitute Evaluation Forms to each site. Forms are to be completed by the classroom teacher at the duration of the substitute's assignment. In the event that the substitute is there for the teacher, the assistants in the class will collectively give input to the teacher upon his/her return to school. The form will be used for both positive and negative feedback. A copy of the evaluation will be sent to LASEC's Executive Director and the substitute teacher.

The LASEC administrator may amend or withdraw a negative evaluation after review of the substitute's response. Written responses are to be sent the attention of Roxanne Kovacevich, LASEC Director, 1343 E. 7<sup>th</sup> Street, Lockport, IL 60441. Although an administrator may DNR (do not return) a substitute immediately for serious infractions, the following progressive procedure should normally be followed:

1. At least one opportunity for the substitute teacher to address and correct deficiencies.
2. Appropriate time given for identified deficiencies to be corrected.
3. Re-evaluation to identify satisfactory, marginal or unsatisfactory performance.

A DNR will remain on record for one calendar year from the date recorded in the teacher's personnel record. A substitute teacher who has four DNRs on record will be removed from the district-wide call list.

Lockport Area Special Education Cooperative  
**DAY-TO-DAY SUBSTITUTE TEACHER EVALUATION FORM**

Name of Substitute Teacher: \_\_\_\_\_ Date(s) Substitute Covered: \_\_\_\_\_

Grade: \_\_\_\_\_ Program: \_\_\_\_\_

**Section A: Staff Evaluation (if teacher was absent, obtain feedback from staff present)**

**RATINGS:**  
 1= Excellent    2 =Satisfactory    3= Unsatisfactory

Performance Criteria	1	2	3
Arrived on time, observed school schedule.			
Followed established record keeping procedure			
Followed lesson plans			
Used acceptable methods of classroom management			
Summarized work covered for teacher.			
Has knowledge of subject matter			
Exhibited favorable attitude while substituting			
Overall summary of performance			

Comments:

**SECTION B: Feedback from Absent Teacher (if, Applicable)**

	Yes	No
Lesson plans appear to have been satisfactorily followed.		
Student work was left for teacher's review in an organized manner		
The classroom and materials were left in good condition.		
The substitute provided adequate written feedback		
Student behavior was appropriately handled (if known by teacher)		

\*If you checked "no" for any of the above, please provide suggestions for improvement.

Suggestions for Improvement:

Classroom Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION C: Administrator Recommendation**

Based on the information provide above, it is recommended that this substitute teacher:

- Be retained and provided the opportunity to improve
- DNR- Do Not Return

Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

