



DIVISION OF HUMAN RESOURCES  
Substitute Employee Unit

## SUBSTITUTE TEACHER EVALUATION

PURPOSE: Substitute Teachers are required to obtain at least one evaluation from an administrator.

INSTRUCTIONS: Substitutes should complete the top portion of the form and submit to the school administrator who will complete the evaluation. The school administrator should forward the form to the Substitute Employee Unit in Human Resources.

|                |               |
|----------------|---------------|
| Employee Name  | Employee ID#  |
| School/Dept    | Administrator |
| Contact Number | Date          |

| CLASSROOM PROCEDURES  | Satisfactory | Needs Improvement | Unsatisfactory |
|---|--------------|-------------------|----------------|
| Implements teacher lesson plans   |              |                   |                |
| Demonstrates age-appropriate classroom management; Actively involved in classroom supervision |              |                   |                |
| Takes appropriate steps to ensure student safety  |              |                   |                |
| Establishes good rapport with students and staff  |              |                   |                |
| Takes responsibility for attendance and other school procedures                               |              |                   |                |
| Follows instructions left by teacher  |              |                   |                |
| Leaves room in neat and orderly manner  |              |                   |                |
| COMMUNICATION   |              |                   |                |
| Demonstrates clarity in verbal presentation   |              |                   |                |
| Communicates effectively with school staff  |              |                   |                |
| Seeks assistance when necessary and appropriate   |              |                   |                |
| Leaves clear communications for absent staff member   |              |                   |                |
| GENERAL   |              |                   |                |
| Demonstrates punctuality, arrives on time   |              |                   |                |
| Notifies school of late arrival and other issues  |              |                   |                |
| Performs duties as assigned by school   |              |                   |                |
| Dresses appropriately and professionally  |              |                   |                |
| Adheres to DCSD and individual school policies  |              |                   |                |
| Performs ALL required duties (i.e. lunch duty, bus duty, etc.)                                |              |                   |                |
| OVERALL Evaluation  |              |                   |                |
| Number of days at this location   |              |                   |                |
| COMMENTS  |              |                   |                |

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

|             |          |           |         |
|-------------|----------|-----------|---------|
| HR USE ONLY | Received | Processed | Scanned |
|-------------|----------|-----------|---------|