

SCHOOL DISTRICT OF CLAY COUNTY Substitute Teacher Evaluation

Name of Substitute

Social Security Number

School Year

This form should be used only after a minimum of ten (10) days of substitute work **OR** for those substitute teachers you would recommend for removal from the substitute list.

Please indicate by check mark your rating of the substitute based on the following competencies:
1 = No basis for judgement; 2 = Below acceptable standards; 3 = Meets/Met acceptable standards; 4 = Good; 5 = Outstanding

Type: Regular Long Term

INSTRUCTIONAL	RATING				
Monitors students closely at all times to ensure safety of students.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Is punctual.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Dresses in a professional manner.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Displays a helpful attitude towards students.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Follows lesson plans; has alternative plans if teacher plans are unavailable.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Performs "other" teacher duties as assigned.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Displays personal enthusiasm and generates student enthusiasm.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Communicates effectively (oral or written).	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Is accurate in completing required reports.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Maintains classroom atmosphere that is conducive to learning.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Leaves classroom clean and organized.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Overall rating of substitute's performance in the school:

Outstanding
 Meets Standards
 Below Standards

Do you recommend that this person remain on our approved substitute list? Yes No

Comments: _____

Evaluations are held confidential for one year. After that time, they are open to the public.

DATE: _____

SIGNED: _____

SCHOOL:

POSITION: _____

PLEASE RETURN TO: Director of Instructional Personnel
Human Resources Division, Clay County Schools
900 Walnut Street, Green Cove Springs, FL 32043

Provide original to Human Resources, a copy to the substitute, and retain a copy at the school site.