

SUBSTITUTE TEACHER EVALUATION FORM

Part I. (To be completed by substitute teacher)

Name _____ Subject Level _____

Regular Classroom Teacher _____ School _____

Number of Days Taught _____ Dates _____

Area of Teacher Certification _____

1. Were lesson plans available? _____

2. Were you provided information concerning classroom and school procedure? _____

Comments:

Signature _____ **Date** _____

Part II. (To be completed by regular classroom teacher)

- | | | |
|--|---------------------------------------|---|
| 1. Followed lesson plans as closely as possible? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 2. Checked daily papers? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 3. Left room in good order? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 4. Left brief-report concerning day's activities? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 5. Maintained satisfactory classroom control? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 6. Followed general school procedures, such as absence reports, etc? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |

Comments:

Signature _____ **Date** _____

Part III. (To be completed by school principal if feasible)

- | | | |
|--|---------------------------------------|---|
| 1. Exhibited enthusiasm? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 2. Demonstrated flexibility in adjusting requirements and needs of the assignment? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 3. Demonstrated satisfactory teaching techniques? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 4. Demonstrated cooperative attitude? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 5. Worked regular hours of assigned school? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 6. Showed respect for privacy of school and pupils? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 7. Maintained adequate classroom control? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 8. Was appropriately groomed? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |

Overall Evaluation _____

Comments:

Signature _____ **Date** _____