



**SWEETWATER UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION
SUBSTITUTE TEACHER EVALUATION REPORT**

Name of substitute teacher: _____ Date(s) of assignment: _____

Subject(s) of assignment: _____

DIRECTIONS: Circle the number on the rating scale below that most accurately depicts substitute's strengths/weaknesses
Rating Scale: 0-not observed; 1-3 needs improvement; 3-5 meets expectations; 6-exceeds expectations

- Evaluation report to be completed and submitted to human resources when substitute serves ten or more days in the same assignment – optional for less than ten days in same assignment
- Provide substitute teacher a copy of evaluation
- Do not submit evaluation with "1" circled unless evaluation bears acknowledgment of substitute employee

Rating Scale

a.	Uses appropriate teaching methods and techniques	0	1	2	3	4	5	6
b.	Adheres to prescribed lesson plans	0	1	2	3	4	5	6
c.	Follows prescribed attendance reporting/recording procedures	0	1	2	3	4	5	6
d.	Demonstrates classroom organization	0	1	2	3	4	5	6
e.	Maintains student control/discipline	0	1	2	3	4	5	6
f.	Exercises good judgment based on analysis of facts	0	1	2	3	4	5	6
g.	Maintains a climate conducive to learning for students	0	1	2	3	4	5	6
h.	Recognizes individual needs of students	0	1	2	3	4	5	6
i.	Assists in out-of-class student supervision	0	1	2	3	4	5	6
j.	Adheres to established rules of conduct and professional ethics	0	1	2	3	4	5	6
k.	Reports/leaves site and prescribed location in accordance w/ schedule	0	1	2	3	4	5	6
l.	Makes appropriate use of preparation period	0	1	2	3	4	5	6
m.	Maintains professional appearance	0	1	2	3	4	5	6
n.	Exercises resourcefulness in developing own lesson plans when needed	0	1	2	3	4	5	6

Comments: _____

Evaluator's Signature: _____ Title: _____

School Site: _____ Date: _____

Employee's signature of acknowledgment: _____ Date: _____

Note: Signature of acknowledgment does not necessarily mean agreement with evaluation. Employee may respond to evaluation in writing to the human resources department. Response will be attached to and become part of the evaluation.

c: Human Resources
Employee
Evaluator