

Name of Substitute Teacher:

Number of Days Worked:

Name of Absent Teacher:

Campus: ▼

Feedback as reported from Absent Teachers or Classroom Observations:

Ratings- 0: N/A 1: Distinguished 2. Proficient 3. Basic 4. Unsatisfactory

- 1. Demonstrates punctuality and reports to assignment on time. 0 1 2 3 4
- 2. Is neat, professional, and appropriate in appearance and demeanor. 0 1 2 3 4
- 3. Follows instructions left by teacher and covers lesson plans (If available) or implements alternative learning activities. 0 1 2 3 4
- 4. Demonstrates clarity in verbal presentation. 0 1 2 3 4
- 5. Adheres to Dodge City Public School policies/curriculum. 0 1 2 3 4
- 6. Demonstrates promptness and accuracy with required records and reports. 0 1 2 3 4
- 7. Relates well and interacts effectively with students. 0 1 2 3 4
- 8. Cooperates with administrators. 0 1 2 3 4
- 9. Displays good classroom management skills as per individual school procedure. 0 1 2 3 4
- 10. Takes appropriate action regarding student behavior. 0 1 2 3 4
- 11. Uses motivational techniques. 0 1 2 3 4
- 12. Seeks assistance when necessary and appropriate. 0 1 2 3 4
- 13. Takes appropriate steps to ensure student safety and security. 0 1 2 3 4
- 14. Relates well to other staff members. 0 1 2 3 4
- 15. Assures learning is continuous in absence of certified teacher 0 1 2 3 4

Written Comments from Absent Teachers

Administrator's Name:

Substitute Feedback to Administrator

Date

Substitute Signature

Date