SARASOTA COUNTY SCHOOL BOARD
SUBSTITUTE TEACHER EVALUATION

Name of Substitute Teacher: _____

Grade or Subject Taught: _____

Name of Regular Teacher: _____

Date(s) Taught: _____ ___ AM only ___ PM only

School : _____ ___ ALL DAY

Evaluation:
(To be completed by the principal with input from the classroom teacher and feedback from other professional sources where necessary)

		Superior	Satisfactory	Unsatisfactory
1.	Left notes for teacher			
2.	Kept physical facilities in order			
3.	Recorded attendance properly			
4.	Followed teacher's plans			
5.	Issued assignments and engaged students in learning			
6.	Used classroom and cell phones appropriately			
7.	Maintained proper control of classroom and spoke to students appropriately			
8.	Performed assigned duties in a satisfactory manner			

Completed by: _____ _____
Signature of teacher Date

(To be completed by building administrator only):
The evaluation of substitute teachers must be made on the basis of the work done in the building of the administrator who signs the form. A rating of unsatisfactory may result in a recommendation that the substitute not be returned to that building. ***Principals are*** encouraged to discuss ***any evaluations*** with the substitute teacher prior to sending the evaluations to Human Resources.

Evaluation:

Superior ☐ Satisfactory ☐ Unsatisfactory ☐

DO NOT ALLOW SUB TO RETURN TO BUILDING_____

Completed by_____
Signature of Building Administrator Date

Comments: Any unsatisfactory checks require clarification. Use the back side of this form if necessary.

_____

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Substitute teachers on Long Term assignments (21 or more days) should be evaluated at the end of their assignment. ALL substitute teachers may review this evaluation at any time. This evaluation is to be sent to the Human Resources Department each time a substitute teacher completes a long term assignment and may be used for any assignment regardless of length.