

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
SUBSTITUTE TEACHER EVALUATION FORM**

Substitute Teacher _____ Date _____

Classroom Teacher _____

Subject/Grade _____ School Site _____

The above-named substitute teacher was recently assigned to your class. Please take the time to evaluate this person by completing the items listed below. Upon completion, please return this form to your Principal, who will then forward it to Melissa Kranawetter in the Human Resources Office. Thank you.

Teacher:

1. Did the substitute follow your lesson plans? Yes No
2. Did the substitute leave a report on each class/subject? Yes No
3. Was the attendance properly recorded? Yes No
4. Was the room left in neat order? Yes No
5. Do you feel the control in the classroom was satisfactory? Yes No
6. In your estimation, did the substitute exhibit satisfactory knowledge of the subject area? Yes No
7. Would you request this substitute for your classroom again? If no, please explain. Yes No

School Office:

1. Did the substitute have a favorable attitude? Yes No
2. Was the substitute cooperative with the school staff? Yes No
3. Did the substitute arrive on time and observe school schedules? Yes No
4. Are you also requesting to block this sub from your entire site? Yes No

PLEASE EXPLAIN ALL "NO" RESPONSES ON THE REVERSE SIDE OF THIS FORM. PLEASE FEEL FREE TO COMMENT IN A POSITIVE MANNER ALSO.

****A copy of this evaluation will be placed in the Substitute's personnel file.**

Overall Rating: Needs Improvement Standard Above Standard

Teacher's Signature

Principal's Signature

Date