



Substitute Teacher Reference Form

Applicant's Name: _____ Date: _____

This applicant named has applied for a substitute teaching position with the Division and has requested that you complete this form and return it to the Board Office as soon as possible. Thank-you.

KEY: A – Excellent B – Good C – Satisfactory D - Unsatisfactory

PART A

1. Effectiveness of Teaching:
2. Presentation of Lessons (subject knowledge, preparation, differentiated instruction strategies, etc.):
3. Lesson follow-up (corrections of assignments, etc.):
4. Teacher/Pupil relations (interest in students, willingness to assist students out of school hours, etc.):
5. Initiative (new ideas, new methods, project work, etc.):
6. Classroom Management:

A	B	C	D

PART B

1. Personal Characteristics (general department in school, etc.):
2. Enthusiasm/commitment to Excellence (attitude to teaching):
3. Staff Relations (collaboration, team work, etc.):
4. Professional Growth (attitude to personal and professional growth):

A	B	C	D

PART C

1. General Efficiency as a Teacher:
 - i. Weakness of instruction, if any: _____
 - ii. Strong areas of instruction, if any: _____
 - iii. Do you recommend this teacher to our staff as a substitute? _____
 - iv. If a teaching position is available, would you recommend this teacher to our staff? _____
 - v. Candidates length of service in your area: _____

A	B	C	D

REMARKS (use the reverse side if necessary): _____

 Name (print)

 Signature

 Date

 School/Address

 Position/Occupation