



SUBSTITUTE TEACHER REPORT

SUBSTITUTE TEACHER'S NAME _____

The above named substitute was in _____ school on _____.

The substitute was assigned to replace _____ teaching grade _____ and the following subject(s) _____.

Basis of Principal's evaluation ___ visit to classroom
 ___ casual observation
 ___ feedback from teacher replaced

Comments (Principal)

How would you rate this substitute's performance at your school? Check one:

Excellent ___ Good ___ Average ___ Unsatisfactory ___

If unsatisfactory, please give detailed reasons. Use additional sheet if necessary.

Would you consider this substitute for an extended assignment at your school?

Yes ___ No ___

Would you want to have this substitute assigned to your school again?

Yes ___ No ___

Would you recommend that this individual continue to be employed as a substitute?

Yes ___ No ___

If the answer to any of the above questions is "no" please provide reasons.

Observations were discussed with the substitute on _____ (date)

Date _____ Signed _____

NOTE TO PRINCIPALS: A copy of this report will be sent to the substitute by the Human Resources Department. The Principal's rating is the only basis on which the effectiveness of a substitute's work can be assessed. Therefore, your cooperation is essential.

Please complete a rating form for a substitute teacher the first time he/she is assigned to your school and any time you deem an assessment necessary.

The personal information contained on this form is collected and protected under the authority of the Public Schools Act (PSA) and the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for personnel administration and payroll purposes. If you have any questions about the collection, use or disclosure of this information, contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.