



**St. James Assiniboia School Division**  
2574 Portage Ave., Winnipeg, Mb. R3J 0H8  
Tel: (204) 888-7951 Fax (204) 831-0859  
www.sjasd.ca

Policy Code: GCF-E3  
LL #101802

## Substitute Teacher Reference Form

**Applicant's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The applicant named above 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: (correction of assignments, etc.)
4. Teacher/Pupil Relations: (interest in students, willingness to give extra time out of school hours for helping students, etc.)
5. Initiative: (new ideas, new methods, project work etc.)
6. Classroom Management:

A	B	C	D

### PART B

1. Personal Characteristics (general deportment 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. Length of service in your area \_\_\_\_\_

A	B	C	D

REMARKS (use the reverse side if necessary)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
School/Institution

\_\_\_\_\_  
Position/Occupation

\_\_\_\_\_  
Address

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.