



HAMBURG SCHOOL SUBSTITUTE TEACHER EVALUATION

Part I. (To be completed by substitute teacher)

Name _____ Grade/Subject _____

Regular Teacher _____ Date _____

Were lesson plans available? _____

Were you provided information concerning classroom and school procedure? _____

Comments _____

Signature _____ Date _____

Part II. (To be completed by classroom teacher)

- | | | |
|---|---------------------------------------|---|
| 1. Followed lesson plans as closely as possible | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 2. Checked daily papers? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 3. Left room in good order? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 4. Left brief report concerning day's activities? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 5. Followed general school procedures (absence, etc.) | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |

Comments _____

Signature _____ Date _____

Part III. (To be completed by administration)

- | | | |
|---|---------------------------------------|---|
| 1. Exhibited enthusiasm | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 2. Demonstrated flexibility in adjustments? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 3. Cooperative Attitude? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 4. Maintained adequate classroom control? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |
| 5. Appropriately groomed? | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |

Comments _____

Signature _____ Date _____