



Substitute Teacher Poor Performance Report

Substitute Teacher's Name _____ Last 4 digits of SSN: _____

Date Substituted: _____ Teacher Substitute for: _____

Grade/Subject: _____ Campus: _____

Substitute performance observed by Principal or designee in one or more of the following areas:

- _____ The substitute teacher does not report to work on time
- _____ The substitute teacher displays poor grooming and does not adhere to dress code policy
- _____ The substitute teacher does not perform assigned duties (bus duty, lunchroom, etc.)
- _____ The substitute teacher does not demonstrate competency in classroom management
- _____ The substitute teacher does not demonstrate competency in following lesson instructions left by the teacher
- _____ The substitute teacher does not maintain effective communication with students
- _____ The substitute teacher does not maintain an orderly environment for learning
- _____ The substitute teacher does not demonstrate appropriate behavior with students (professionalism)
- _____ The substitute teacher does not adhere to no cell phone use and use of other electronic devices policy
- _____ The substitute teacher has violated the FERPA (confidentiality) policy
- _____ The substitute teacher has demonstrated insubordinate behavior
- _____ The substitute has violated the safety policy

COMMENTS: _____

Principal's/Designee Signature: _____ Date: _____

A copy of this report will be given to: **Substitute and to the Personnel Department**

Failure of substitutes to perform duties in a satisfactory manner could result in the District no longer needing your services.