



## 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.**

