

Substitute Paraprofessional Star Rating Feedback Explanation

5 Stars—Outstanding Substitute. Substitute followed all procedures and schedules for the day. Classroom teacher or office supervisor reported that the substitute worked professionally and cooperatively throughout the day. Any materials or office supplies left for the substitute to use were left in order. Students and staff were receptive to the substitute. Thorough notes for the returning paraprofessional were left.

3 Stars—Average Substitute. Substitute followed most procedures and schedules for the day but some minor items were overlooked. Classroom teachers or office supervisor reported some issues with uncooperativeness or unprofessionalism, but overall the substitute completed the day successfully. Most materials or office supplies were left in order. The majority of the students and staff were receptive to the substitute. Some notes about the day were left, but not many details.

1 Star—Poor Substitute. Substitute did not follow the majority of procedures or schedules. Classroom teacher or office supervisor reported many issues with professionalism and cooperation. Materials or office supplies were disorganized and items were not left as found. The majority of the students and staff were unreceptive to the substitute. Notes were not left by the substitute. Parent complaints were received. ****Note****A substitute scoring 1 star should be reported to an administrator so that a Substitute Evaluation Form can be completed and sent to Human Resources.

4 and 2 Stars can be used if substitute performance does not fall directly into the above categories.