

Substitute Teacher Star Rating Feedback Explanation

5 Stars—Outstanding Substitute. Substitute followed all procedures and lesson plans. If lesson plans were not completely followed or finished, an acceptable reason was given as to why lessons could not be completed. Neighboring teachers reported that the substitute maintained classroom control. Classroom materials were left in the same order as before the absence. Students were receptive to the substitute teacher. Thorough notes for the returning teacher were left.

3 Stars—Average Substitute. Substitute followed most procedures and lesson plans but some minor items were overlooked. Neighboring teachers reported some issues with classroom control, but overall the substitute remained in control. Most classroom materials were left in order. The majority of the class was receptive to the substitute teacher. Some notes about the day were left, but not many details.

1 Star—Poor Substitute. Substitute did not follow the majority of procedures or lesson plans. Neighboring teachers reported many issues with classroom control. The classroom was disorganized and items were not left as found. The majority of the class was 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.