

Gateway Community Charters
CERTIFICATED SUBSTITUTE EVALUATION

Name of Substitute

Position Title

Work Site

Date (s) of Assignment

Name of Employee Substituting for

Ratings: 1= Excellent 2= Commendable 3= Satisfactory 4= Needs Improvement 5= Unsatisfactory

	Rating
1. Quality of Work	
a. recorded attendance	
b. reported on each class	
c. followed the lesson plan	
d. arrived on time, neat, and professional in appearance and demeanor	
2. Work Habits	
a. left desk in order	
b. left classroom in order	
c. complied with GCC & school policies	
3. Relationship with People	
a. classroom management	
b. interactions with staff and students	
4. Overall Rating	
Would welcome this substitute to return to your site?	Yes No

Comments

FOR OFFICE USE ONLY

Rater's Name

Date

Rater's Signature

HR Representative Name

HR Representative Signature

Copies: Substitute Employees File
Substitute