

School Board of Nassau County, Florida, Substitute Teacher Performance Appraisal

Name _____

School/Dept. _____

Position _____

School Year _____

For each job context service category, please use this guide: Rating Code: "1" Unsatisfactory; "2" Needs Improvement; "3" Effective; "4" Exemplary.

Essential Performance Functions**1. PLANNING/PREPARATION**

- Establish long and short range plans.
- Select, develop, or modify instructional materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- Plan and prepare work/lessons for students which are clear, compelling and engaging.
- Plan and prepare instructional strategies that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Assist in preparing for changing curriculum needs and continuous improvement.
- Plan instruction to incorporate the use of technology in the classroom.

Comments: _____

Rating Code: _____

Essential Performance Functions**2. CLASSROOM/MANAGEMENT**

- Maintain a positive, organized and safe learning environment.
- Establish routines and procedures for the use of materials and the physical movement of students.
- Formulate appropriate standards for student behavior.
- Identify inappropriate behavior and employ appropriate techniques for correction.
- Manage time, materials and equipment effectively.
- Instruct and supervise the work of volunteers and aides when assigned.
- Establish and maintain effective and efficient record keeping procedures.
- Use appropriate student behavior management techniques.
- Assist in enforcement of school rules, administrative regulations, and Board policy.

Comments: _____

Rating Code: _____

Essential Performance Functions**3. ASSESSMENT/MANAGEMENT**

- Use assessment strategies (traditional and alternative) to assist in the continuous development of learners.
- Interpret and use data (including, but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- Carry out responsibilities for test administrators, i.e., handle materials in a secure manner.
- Seek out multiple data sources providing evidence of student growth and developmental needs. Examples include: parent interaction, collegial team interaction and planning.
- Maintain specific records of data collection.

Comments: _____

Rating Code: _____

Substitute Teacher Initials _____

Essential Performance Functions **4. INTERVENTION/DIRECT SERVICES**

- Demonstrate knowledge and understanding of curriculum content.
- Apply principles of learning and effective teaching in instructional delivery.
- Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- Use appropriate materials, technology, and resources to help meet learning needs of all students.
- Provide appropriate instruction and modifications for students with special needs.
- Provide quality work for students, focused on meaningful, relevant, and engaging learning experiences.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Provide instruction on safety procedures and proper handling of materials and equipment.
- Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

Comments: _____

Rating Code: _____

Essential Performance Functions **5. COLLABORATION**

- Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.

Comments: _____

Rating Code: _____

Essential Performance Functions **6. PARENTAL INPUT**

- Provide opportunities for parent-teacher conferences (i.e. AIP, 504).
- Collaborate with parents to identify interventions and to solicit input in relation to student needs.

Comments: _____

Rating Code: _____

Essential Performance Functions **7. PROFESSIONAL RESPONSIBILITIES**

- Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
- Perform and fulfill professional responsibilities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

Comments: _____

Rating Code: _____

Overall Evaluation Rating: _____ _____
 satisfactory unsatisfactory

Comments of Evaluatee: _____ This Evaluation Has Been Discussed With Me: Yes _____ No _____

 Signature of Evaluatee Date

Comments of Evaluator: _____

 Signature of Evaluator Date

 Signature of Principal
 (If Not The Evaluator) Date