

**SUBSTITUTE TEACHER CHECKLISTS****DPB-R1****Teacher Checklist**

Substitutes employed for ½ day or more shall complete the Teacher Checklist and leave it in the principal's office prior to departing the building.

**Substitute Checklist**

Teachers shall complete a Substitute Checklist anytime the teacher considers the substitute's performance in the classroom to be unacceptable.

**Principal Responsibilities**

All checklists must be maintained for the school year. The performance of the substitute shall be rated Acceptable or Unacceptable by the principal (or designee) based on the content of both Teacher and Substitute Checklists and other available information.

The principal (or designee) shall initiate the following procedures for Unacceptable ratings:

*1<sup>st</sup> Unacceptable rating* – contact the substitute and convey concerns,

documenting on the Substitute Checklist the time and date of contact

*2<sup>nd</sup> Unacceptable rating* – conference with the substitute, documenting on the

Substitute Checklist the time and date of the conference

*3<sup>rd</sup> Unacceptable rating* – submit substitute's file to the Assistant Superintendent

for Personnel who will notify the substitute that he or she has been prohibited from substituting on the respective campus.

In situations where three Unacceptable ratings have not been given but the principal (or designee) determines the substitute's performance is severely deficient, a conference shall be held and documented. The principal may elect to provide the additional opportunities for improvement or recommend to the Assistant Superintendent for Personnel that the substitute be prohibited from substituting on the respective campus.

**Appeal**

In the event a substitute feels there are extenuating circumstances, he or she may appeal the Assistant Superintendent for Personnel's decision to the Superintendent. The appeal must be in writing and submitted on or before seven (7) days from the date of the Assistant Superintendent for Personnel's action.

# SUBSTITUTE CHECKLIST

(To be completed by the teacher)

Substitute's name \_\_\_\_\_

Your name \_\_\_\_\_

Date(s) substitute was in your classroom \_\_\_\_\_

Campus: \_\_\_\_\_

(Circle the appropriate response.)

Did the substitute:

Yes      No      Leave a note about behavior?

Yes      No      Leave a note about work accomplished?

Yes      No      Follow (or attempt to follow) lesson plans?

Yes      No      Maintain overall control of classroom?

Yes      No      Do the work left for them during the conference period?

Would you want this person to substitute in your class again?      Yes      No

Why do you consider the substitute's performance unacceptable? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Return to the Principal's Office.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**For Principal Use Only**

Performance

Acceptable

Unacceptable

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## TEACHER CHECKLIST

(To be completed by the substitute)

Substitute's name \_\_\_\_\_

Teacher's name \_\_\_\_\_

Date(s) in this classroom \_\_\_\_\_

Campus: \_\_\_\_\_

(Circle the appropriate response.)

Did the teacher:

Yes      No      Leave detailed lesson plans?

Yes      No      Were materials easy to find?

Yes      No      Did you use the substitute folder?

Yes      No      Were other teachers helpful?

\_\_\_\_\_ Overall, were students well-behaved (rate with a score of 1 to 5, with 5 being the high score).

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return to the Principal's Office before leaving the campus.

\_\_\_\_\_

Substitute Signature

\_\_\_\_\_

Date

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