



SUBSTITUTE TEACHER OBSERVATION RECORD

INTRODUCTION:

Substitute teachers have the option of requesting a formal observation by a school principal. Substitute teachers may also choose to have a copy of this observation placed in their personnel files. Please note the following procedures:

PROCEDURES:

1. Substitute teachers may request formal observation to be done by the school administrator.
2. Requests for an observation should be made only after five assignments at the same school.
3. The time of the observation is to be mutually agreed to and a 15 – 20 minutes observation is conducted.
4. A copy of the observation will be given to the substitute teacher who may direct a copy to Human Resource Services for filing and future reference.

SUBSTITUTE TEACHER OBSERVATION RECORD

Teacher's Name: _____
School: _____

Grade/Class: _____
Date: _____

CHARACTERISTICS

	Excellent	Good	Average	Unsatisfactory	Unknown
1. Models Catholic/Christian ideals and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates professional appearance, vitality and good health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Models appropriate spoken & written language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates dependability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Displays confidence/initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Understands and displays confidence in teaching the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates mature and professional sensitivity toward students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates an enthusiastic attitude toward teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Directs lesson plans as planned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates good classroom management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Demonstrates adaptability/creativity to facilitate learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Observer: _____