



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 minute 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: _____

Grade/Class: _____

School: _____

Date: _____

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

Comments:

Observer: _____