



Substitute teacher Observation Form

Substitute teacher: _____ School _____

Assignment: _____

Date and Time: _____

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments. Attach additional Comments as necessary.

A	E	P	D	IN	NO
Awesome	Expert	Proficient	Developing	Improvement Needed	Not Observable

PLANNING	
1. Objectives: The substitute teacher made a clear statement of the objectives of the session connected to the student learning outcomes of the course at the beginning of class or at another appropriate time.	
Comments:	Level:
2. Activities: Able to use lessons flexible to encourage higher order thinking, and resistance.	
Comments:	Level:
3. Preparation: The substitute teacher was well- prepared for class with necessary materials.	
Comments:	Level:
CLASSROOM ENVIRONMENT	
4. Organization: The substitute teacher presented the material in an organized manner.	
Comments:	Level:
5. Respect: The substitute teacher treated all students respectfully.	
Comments:	Level:



6. Student Behavior: Establishes, communicates & maintains clear expectations for student behavior, routines & procedures for efficient learning.	
Comments:	Ratings:
7. Classroom Management: The substitute teacher demonstrated routine & procedures for efficient learning	
Comments:	Level:
INSTRUCTION	
8. Expertise: The substitute teacher displayed expertise in the subject.	
Comments:	Level:
9. Differentiation: The substitute teacher presented material at a level appropriate to the course & student learning.	
Comments:	Level:
10. Clarity: The substitute teacher presented instructional material clearly.	
Comments:	Level:
11. Comprehension: The substitute teacher periodically assessed student learning, and modified teaching strategies as necessary to increase effectiveness in achieving learning outcomes.	
Comments:	Level:
PROFESSIONAL PRACTICES - RESPONSIBILITIES	
12. Professional Obligations: The substitute teacher meets professional obligations outside of class (e.g. attendance, followed lesson plans, completed class summary, organized classroom, duty etc.)	
Comments:	Level:



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The substitute teacher has a right to include a written statement as an addendum to the evaluation. The addendum must be received within five working days following the date of the conference.

Substitute Teacher Signature

Print Name

Date

Substitute Coordinator Signature

Print Name

Date

Compliance Program Director

Print Name

Date

Comments:

Substitute Feedback and Response: