



Monroe County Intermediate School District
Human Resources and Legal Services
1101 S. Raisinville Road
Monroe, Michigan 48161

LONG-TERM SUBSTITUTE TEACHER PERFORMANCE EVALUATION FORM

This evaluation form should be used for long-term substitute teachers employed directly by Monroe County Intermediate School District and does **not** include individuals employed by third-party contractors, such as Edustaff.

Name of Employee Being Evaluated: _____ Date: _____

Absent Teacher/Location: _____

Dates of Substitute Assignment: From _____ To _____

Performance Area	Rating	
Appearance (dress/grooming)	☐ Satisfactory	☐ Unsatisfactory
Interest/Enthusiasm for Teaching	☐ Satisfactory	☐ Unsatisfactory
Flexibility	☐ Satisfactory	☐ Unsatisfactory
Cooperation (Students, Administration, Staff, and Parents)	☐ Satisfactory	☐ Unsatisfactory
Punctuality	☐ Satisfactory	☐ Unsatisfactory
Communication Skills	☐ Satisfactory	☐ Unsatisfactory
Ability to Construct and/or Follow Lesson Plans	☐ Satisfactory	☐ Unsatisfactory
Use of Variety of Teaching Techniques	☐ Satisfactory	☐ Unsatisfactory
Knowledge of Subject Matter	☐ Satisfactory	☐ Unsatisfactory
Voice Quality and Articulation	☐ Satisfactory	☐ Unsatisfactory
Fulfills Responsibilities Related to Classroom Management	☐ Satisfactory	☐ Unsatisfactory
Ability to Plan/Organize Classroom Activities	☐ Satisfactory	☐ Unsatisfactory
Effective Group Control	☐ Satisfactory	☐ Unsatisfactory
Ability to Establish a Classroom Routine	☐ Satisfactory	☐ Unsatisfactory
Developed Effective Relationships with Students	☐ Satisfactory	☐ Unsatisfactory
Reasonable/Fair/Consistent with Students	☐ Satisfactory	☐ Unsatisfactory
Handles Routine Discipline and Seeks Help When Necessary	☐ Satisfactory	☐ Unsatisfactory
Overall Rating:	☐ Satisfactory	☐ Unsatisfactory

Name/Title of Evaluator

Employee Signature

Evaluator Signature