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

SUBSTITUTE TEACHER
PERFORMANCE EVALUATION FORM

This evaluation form should be used for 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

Updated: September 6, 2025