

AT-WILL BUILDING BASED SUBSTITUTE PERFORMANCE EVALUATION TOOL

NAME:	EVALUATOR:
SCHOOL:	DATE:
EVALUATION PERIOD (SCHOOL YEAR):	

The purpose of the evaluation is to recognize the individual's level of performance and provide feedback on their work for the school year listed above.

This form is to be completed and signed by the evaluator and provided to the At-Will Building Based Substitute no later than the last student day of the school year. Completed forms must be sent to the Office of Human Capital Services with the attendance record for the school year no later than the last day of school.

PERFORMANCE RATINGS: Assign a rating to each SECTION by placing a "✓" or "x" or "circling" under the appropriate rating for each SECTION. Assign an overall rating by placing a "✓" or "x" or "circling" consistent with the aggregate of the ratings assigned to all SECTIONS.

RUBRIC FOR EVALUATION RATING

EXEMPLARY(E) Performance consistently and effectively meets job requirements. Models best practices for other building-based substitutes/staff to ensure student needs are met.
PROFICIENT (P) Performance consistently and effectively meets job requirements.
NEEDS IMPROVEMENT (NI) Performance does not consistently meet job requirements. Improvement in some areas is required.
UNSATISFACTORY (U) Performance does not meet job requirements.
NOT APPLICABLE (NA)
PLEASE NOTE: ANY RATING OF "NI" OR "U" MUST BE ACCOMPANIED BY EVIDENCE OR COMMENT

COMMITMENT TO ASSIGNMENT					
Displays interest and enthusiasm in work	E	P	NI	U	N/A
Accepts and carries out assignments willingly and diligently	E	P	NI	U	N/A
Demonstrates flexibility and adjusts to change	E	P	NI	U	N/A
Follows through on directions and uses work time productively	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

INTERPERSONAL RELATIONSHIPS					
Relates and interacts appropriately and positively with students and staff	E	P	NI	U	N/A
Respects and is responsive to individual differences	E	P	NI	U	N/A
Works well with groups or individual students and adapts approaches to individual learning styles	E	P	NI	U	N/A
Is considerate of others and communicates effectively	E	P	NI	U	N/A
Maintains appropriate boundaries with families/parents	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					
PROFESSIONAL RESPONSIBILITIES					
Performs class coverage and other duties as instructed.	E	P	NI	U	N/A
Contributes to the progress of students by effectively delivering high quality instruction according to provided lesson plans.	E	P	NI	U	N/A
Demonstrates knowledge of and adheres to classroom/school routines	E	P	NI	U	N/A
Displays concern for students' health and safety	E	P	NI	U	N/A
Demonstrates discretion, confidentiality and ethical behavior	E	P	NI	U	N/A
Uses technology and devices appropriately and according to the NBPS acceptable use policy	E	P	NI	U	N/A
Maintains regular attendance, is punctual and follows procedures for reporting absences/late arrivals.	E	P	NI	U	N/A
Adheres to District policies, protocols and procedures.	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

Commendations:

Recommendations for growth:

OVERALL RATING: Assign an OVERALL RATING to this Building Based Substitute by placing a “✓” or “x” or “circling” the box by the Overall Rating which is consistent with the aggregate of the ratings assigned to all the SECTIONS above:

(CHECK ONE)

☐

EXEMPLARY

☐

PROFICIENT

☐

NEEDS IMPROVEMENT

☐

UNSATISFACTORY

SIGNATURE OF EVALUATOR

DATE

SIGNATURE OF EMPLOYEE

DATE

Employee Comments/Response *(optional for employee):*