# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



Human Resources Department and Legal Counsel

1101 S. Raisinville Road

Monroe, Michigan 48161

FAX: 734-322-2660

### **Monroe County I.S.D.**

**Long Term Substitute Performance Report**

This evaluation tool is to be completed by the MCISD Supervisor upon completion of the Long Term Assignment and forwarded to JJ Dively at the MCISD Substitute Office.

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| Substitute Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Absent Teacher/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Assignment Dates: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ |
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| --- | --- | --- |
| Personal Characteristics | **✓Rating: (Satisfactory)** | **✓Rating:****(Unsatis)** |
| Appearance (Dress Grooming) |  |  |
| Interest/Enthusiasm for Teaching |  |  |
| Flexibility |  |  |
| Cooperation (Administration – Staff – Parents) |  |  |
| Punctuality |  |  |
| Communication Skills (Ability to Express Oneself) |  |  |
| Overall Rating for Personal Characteristics |  |  |
| Teaching Qualifications |  |  |
| Ability to Construct and/or follow lessons plans |  |  |
| Use of variety of teaching techniques |  |  |
| Knowledge of subject matter |  |  |
| Voice quality and articulation |  |  |
| Fulfills responsibilities in school management |  |  |
| Ability to plan and organize classroom activities |  |  |
| Overall Rating for Teaching Qualifications |  |  |
| Effective Management |  |  |
| Effective Group Control |  |  |
| Ability to Establish a Classroom routine |  |  |
| Effective Relationship with Students |  |  |
| Reasonable/Fair/Consistent with Students |  |  |
| Handles Routine Discipline – gets help for more severe problems |  |  |
| Overall Rating of Classroom Management |  |  |
| **Rating Scale for Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **(S)Meets Expectations** | **(U)** Performance Shows Weakness or deficiencies |

Supervisor Signature: Date