

Evaluation

1. Substitute teachers are expected to maintain the same standards and baseline competencies as all other teachers in the District.
2. At the discretion of the principal (or designated site administrator), a substitute unit member may be observed on an initial or subsequent visit to the school site.
3. A formal evaluation shall consist of the following steps and shall not be conducted in accordance with the provisions of Article XI (Evaluation Procedure):
 - a. One or more observations by a site administrator totaling not less than twenty (20) minutes on any given date.
 - b. Completion of the District-approved Substitute Evaluation Form (see Appendix C) by the site administrator. In the event of an "Unsatisfactory" evaluation, an administrator must indicate on the evaluation form whether the evaluation pertains to one classroom, or grade level, or to the entire school.
 - c. A personal meeting between the substitute and the site administrator shall be held to discuss the evaluation. Both the teacher and the administrator must sign the evaluation form. A teacher who does not agree with the evaluation may attach a rebuttal.
4. Classroom teachers who are dissatisfied with a substitute's performance may notify the site administrator so that formal evaluation procedures may be initiated.
5. Site Administrators may perform unannounced evaluations of a substitute teacher after two (2) complaints within a school year about that particular substitute teacher. For the purpose of this article/section, the complaint procedures found in Article XIII do not apply.
6. A substitute may not be denied assignments at any other site until the evaluation is completed. An "Unsatisfactory" evaluation at one site does not preclude the substitute from accepting assignments at other sites within the District.
7. Substitutes who serve in long-term assignments of at least one (1) semester shall be evaluated in that semester. Substitutes who serve less than one (1) semester, but longer than six (6) weeks in the same assignment may be evaluated at the discretion of the administration or upon request of the substitute.