

SUBSTITUTE EDUCATIONAL ASSISTANT EVALUATION

Name of Substitute

Assignment

Date

	Poor		Average		Excellent
1. Followed School Procedures	1	2	3	4	5
2. Followed teacher direction	1	2	3	4	5
3. Professional Demeanor	1	2	3	4	5
4. Helpfulness and Positive Attitude	1	2	3	4	5

Comments:

The above evaluation will be mailed to the substitute.

Signature of Classroom Teacher

Grade Level / Subject

Signature of Building Principal

Building

Remove Substitute from our building list: ☐ Yes ☐ No

PLEASE RETURN TO HUMAN RESOURCES DEPARTMENT