

## **Administrative Guidelines 550.i – Substitute Teacher Evaluations**

*Authority* RCBOE Policy 550

*Version history* Drafted July 23, 2019

### **Purpose**

Substitute teacher evaluations are intended as an opportunity for classroom teachers and administrators to provide feedback to county administration on the performance and professionalism of substitute teachers. They are also intended as an opportunity for substitute teachers to provide feedback on their experience working in our schools. Together, these should form a set of data that allow county administration to evaluate the effectiveness of substitute teachers and any policy or procedural changes that should be made to enhance this.

### **Schedule of evaluations**

A Substitute Teacher Report (Form 550A) shall be completed after each assignment performed by substitute teachers who are on a probationary contract and those who are on a continuing contract.

Substitute teachers shall complete a Substitute Teacher Feedback (Form 550B) after each assignment.

Substitute teachers who are on a probationary contract shall meet with the Superintendent at least once per semester to discuss the results of his/her reports and feedback. Substitute teachers who are on a continuing contract shall meet with the Superintendent at least once per school year to discuss the results of his/her reports and feedback.

### **Forms**

Forms used in the evaluation of substitute teachers shall be approved by the Board prior to their use per Policy 550.

### **Process of improvement**

Substitute teachers shall be provided opportunities to attend professional development related to their duties and such may be required as part of an improvement plan resulting from an unsatisfactory evaluation. As substitute teachers who are serving in day-to-day assignments are not regular, full-time employees nor paid, earning leave, etc., as such, any attendance of professional development shall be uncompensated unless such compensation is approved in advance by the Superintendent.

Substitute teachers found to have unsatisfactory performance shall be provided with an opportunity to improve, which shall begin with an initial conference between the substitute teacher and the Superintendent in which the practices in need of improvement shall be presented in writing. An exit conference shall be held after no fewer than three opportunities to serve in day-to-day assignments have been provided once the improvement plan has begun, and if improvement is not made on the practices identified at the initial conference, the substitute teacher may be recommended for dismissal. The opportunity to improve may also include professional development, job shadowing, or other methods of displaying professional practice to the substitute teacher.