



SANTA FE ISD
Substitute Teacher Level Increase
Request Form

Substitute Teacher Name _____

Contact Number _____

Current Substitute Level _____

Requesting an increase to Level _____

I have completed _____ days as a Level _____ substitute, have obtained 5 positive evaluation forms from different assignments during the 20____ - 20____ school year., and am requesting a level increase for the 20____ - 20____ school year.

Signature

Date

Note:

Substitute Teachers with approved level increases will begin the following school year at the approved increase level. This level is maintained every year that the required number of days are worked per school year.

District Processing Only Below this Point:

Form received in Human Resources: _____

_____ Reviewed for approval by Human Resources

_____ Updated in Aesop/Skyward

_____ Approved Copy Sent to Payroll

_____ Approved Copy sent to Substitute



SANTA FE I.S.D.
Substitute Teacher Evaluation
Teacher Form

Substitute Teacher Name _____

Classroom Teacher Name _____

Assignment Date(s) _____

Campus _____

Please rate the substitute's performance for each item using the following scale:
1 = Below Expectations 2 = Met Expectations 3 = Exceeded Expectations

- _____ Follows campus/classroom procedures as outlined
- _____ Shows respect and courtesy to staff and students
- _____ Effectively understands and implements lesson plans left by teacher
- _____ Effectively manages classroom and student behavior
- _____ Leaves classroom facilities in acceptable order at the end of the day
- _____ Communication left for the teacher regarding student behavior, assignments, etc.

Comments/Concerns:

Check One:
_____ This substitute is RECOMMENDED to return to my classroom.
_____ This substitute is NOT RECOMMENDED to return to my classroom.

Teacher Signature

Date



SANTA FE I.S.D.
Substitute Teacher Evaluation
Administrator

Substitute Teacher Name _____

Classroom Teacher Name _____

Assignment Date(s) _____

Campus _____

Please rate the substitute's performance for each item using the following scale:

1 = Below Expectations 2 = Met Expectations 3 = Exceeded Expectations

_____ Arrives on time

_____ Appearance is in compliance with SFISD Dress Code

_____ Shows respect and courtesy to staff and students

_____ Follows SFISD and campus policies and procedures

_____ Effectively manages classroom and student behavior

_____ Maintains a sincere, friendly attitude

_____ Represents the campus and district in a positive way to students, staff and the community

Comments/Concerns:

Check One:

_____ This substitute is RECOMMENDED to return to my campus.

_____ This substitute is NOT RECOMMENDED to return to my campus.

Principal Signature

Date