

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

CLASSIFIED SUBSTITUTE PERFORMANCE REPORT (NON-CLASSROOM)

SUBSTITUTE COMPLETES:

Name: _____	Telephone: _____
Employee I.D.: _____ (Required)	Substituted For: _____
School Site/Department: _____	Position: _____
	Date(s) of Assignment: _____

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SITE ADMINISTRATOR COMPLETES:

(Use the following scale to indicate performance)

Scale 1 – Superior 2 – Effective 3 – Unsatisfactory 4 – Not observed

- | | |
|--|--------------------------------------|
| ____ Knowledge of modern office methods
and procedures. | ____ Accepts Supervision |
| ____ Ability to organize and maintain
clerical records | ____ Staff Relations |
| ____ Ability to work independently | ____ Use of good judgement |
| ____ Ability to use standard office software | ____ Grooming and general appearance |
| ____ Organizational Skills | |

COMMENTS: _____

OVERALL EVALUATION

☐ Superior ☐ Effective ☐ Unsatisfactory

AN UNSATISFACTORY EVALUATION Should be submitted within (10) school calendar days. If reasonably possible, a conference should be held between the administrator and the substitute prior to the placement of this evaluation into his/her personnel record.

☐ DO NOT assign again to site Date of conference: _____

Signature of Administrator/Supervisor

_____ Title	_____ Date
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Submit Form To The Following Link (Click To Open Page): [DriveUploader Folder](#)

A copy of all superior and/or unsatisfactory evaluations will be sent to the substitute employee by HRSD.