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**Human Resources Department**

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**SUBSTITUTE TEACHER EVALUATION PROCEDURES**

All Teachers/Administrators may evaluate the performance of a Substitute Teacher in the job that was assigned at that school. The evaluation forms are to be completed and returned to the Substitute Office in a timely manner. All evaluations must be signed by the site administrator. The evaluations are not strictly used to report negative issues, but should also be used to highlight exceptional service.

Should a site need to report negative performance, the administrator should discuss with the Sub what the concerns are prior to the Sub leaving the assignment, when available.

Effective August 2010, Human Resources will be implementing the following process for addressing Sub Teacher behavior or performance deficiencies.

	<b>TYPE OF COMPLAINT</b>	<b>EXAMPLES</b>	<b>DISTRICT ACTION</b>
<b>TIER 1</b>	Non-Threatening to Students	<ul style="list-style-type: none"> <li>• Poor classroom management</li> <li>• Reporting to work late</li> <li>• No show</li> <li>• Leaving the classroom a mess</li> <li>• Not following lesson plans</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation will be documented in the Sub Finder system and filed in the personnel file</li> <li>• Sub will be notified by letter should <i>three or more</i> of this type of evaluation be received</li> <li>• Will be required to meet with Sub Office Supervisor to discuss these concerns</li> </ul>
<b>TIER 2</b>	Potential Threat to Students	<ul style="list-style-type: none"> <li>• Leave class unattended</li> <li>• Leave before the end of the assignment</li> <li>• Discussing personal issues in class</li> <li>• Foul language</li> <li>• Racist remarks</li> <li>• Discussion of inappropriate topics</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation will be documented in the Sub Finder system and filed in the personnel file</li> <li>• Sub will be notified of the complaint received</li> <li>• Will be required to meet with Sub Office Supervisor to discuss these concerns</li> </ul>
<b>TIER 3</b>	Allegation(s) of Abuse*	<ul style="list-style-type: none"> <li>• Inappropriately touching students or staff/faculty</li> <li>• Screaming, yelling</li> <li>• Any action in which an Administrator believes the Sub is a danger to him/herself or others</li> <li>• Any action that requires District staff to report the allegation to the authorities or ADE</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension from sub duties</li> <li>• Information will be logged in Sub Finder and filed in personnel file or separate confidential file</li> <li>• Will be required to meet with Sub Office Supervisor or Director of Human Resources to discuss the allegations and findings of the investigation</li> <li>• Termination will result in all cases Substitutes are proven to violate Tier 3 Standards</li> </ul>

\*Any allegation of abuse must be reported to the authorities and the Arizona Department of Education. It is the responsibility of the Administrator to ensure that the reports are made in a timely fashion.

At any time Human Resources believes that the services of the Sub Teacher are no longer required, he/she will be released from duty at TUSD.

**Notice of Nondiscrimination**

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.