



## Superintendent's Circular

NUMBER:  
HRS-PM09  
Version 01

### CLUSTER SUBSTITUTE PERFORMANCE EVALUATION

#### Cluster Substitute Teachers are:

Those teachers who are assigned to a school for a full year to rotate into the various teacher absence positions in the school, as needed, on a daily basis.

A cluster substitute teacher shall be given two (2) overall performance evaluations for the academic year by the appropriate building administrator or their designee outside of the bargaining unit. The evaluation instrument for use with Cluster Substitutes is attached to this Circular.

#### EVALUATION CRITERIA (RATING OPTIONS: YES, NO, N/A)

1. **Teaching Ability:** Conveys clear and concise instruction. Focuses on student achievement and content meaningful to students. Accommodates the varied needs of students.
2. **Classroom Management:** Accountable for classroom environment and culture. Ability to effectively deal with negative student behavior. Focused and productive when faced with challenges and a willingness to adapt classroom instruction to meet the need/culture of the school.
3. **School Fit:** Respects the opinion of others. Creates a positive relationship with administrators, teachers, school staff and students. Demonstrates interest and skills that match the

school's culture and needs. Interacts appropriately with supervisors, colleagues, parents, and students.

4. **Summary Question:** "Would you use this substitute teacher at your school going forward?" ("Yes" constitutes a rating of "Meets Expectations.")

The evaluator may provide written comments in addition to ratings.

Date	Activity
January 15 (recommended)	Meet with cluster substitute teachers to discuss performance. Completion of evaluation form.
May 15	Complete and submit final evaluation form of all Cluster Substitutes within the school.
June 1	Deadline for signed, original copies of evaluation form (below/attached) to be submitted to: Bruce C. Bolling Municipal Building Office of Human Resources (Attn: Performance Management Team) 2300 Washington Street, 4th floor Roxbury, MA 02119

**For more information about this circular, contact:**

Name:	Director of Evaluation and Performance Management
Department:	Office of Human Resources
Email:	<a href="mailto:eval@bostonpublicschools.org">eval@bostonpublicschools.org</a> <a href="mailto:ohc@bostonpublicschools.org">ohc@bostonpublicschools.org</a>

Mary Skipper, Superintendent

**BOSTON PUBLIC SCHOOLS  
SUBSTITUTE MANAGEMENT DEPARTMENT EVALUATION FORM**

Substitute Name

BPS ID: \_\_\_\_\_

School Name: \_\_\_\_\_ Date:

Evaluator Name: \_\_\_\_\_ Title:

**SUMMARY QUESTION:** Would you use this substitute teacher at your school going forward?   ☐ Yes        ☐ No

*(YES constitutes a rating of "Meets Expectations")*

**TEACHING ABILITY:** Demonstrates an appropriate knowledge of content.

Conveys ideas and Information clearly.	Yes / No / NA
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Makes content meaningful to students.	Yes / No / NA
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Addresses the multiple and varied needs of classroom students.	Yes / No / NA
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Focuses on achieving results with students.	Yes / No / NA
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**CLASSROOM MANAGEMENT: Demonstrates ability to deal effectively with negative student behavior.**

Assumes accountability for classroom environment and culture. Yes / No / NA

Demonstrates ability to deal effectively with negative student behavior. Yes / No / NA

Remains productive and focused when faced with challenges. Yes / No / NA

Displays a willingness to adapt classroom management style to meet a particular need/ culture of school. Yes / No / NA

**SCHOOL FIT: Demonstrates skills and needs for development that can be a good fit for the school.**

Respects the opinion of others. Yes / No / NA

Create positive relationships with administrators, teachers, school staff and students. Yes / No / NA

Demonstrates interest and skills that match the school's culture and needs. Yes / No / NA

Interacts appropriately with supervisors, colleagues, parents, and students. Yes / No / NA

**COMMENTS:**