



Elmira City School District

"Family, School, Community: Together We Succeed"

REPORT OF SERVICES FOR SUBSTITUTES

(Bus Drivers, Custodial, Food Service, Teachers, Teacher Aides)

PURPOSE: To improve substitute service in all titles above by:

1. Recommendation(s) to substitute who demonstrated a need for modification in their work performance(s).
2. Recognizing substitute commendable work performance(s).

Use of this form by building supervisors is not mandatory; however, it will be useful to the district in evaluating the performance of our substitutes. Reports may be shared with the individual as indicated by the nature of the comments.

SUBSTITUTE NAME: _____ **POSITION:** _____

SUPERVISOR SIGNATURE: _____ **TITLE:** _____

BUILDING/DEPARTMENT: _____ **DATE:** _____

Select One Category and provide description of recommendation(s) or commendation(s):

☐

CONCERNS(S)/RECOMMENDATION(S) REGARDING WORK PERFORMANCE:

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COMMENDATION(S) OF WORK PERFORMANCE:



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The Director of Administration will meet with substitute with performance concerns. This report will be placed in substitute's personnel file for future reference.

PERSON(S) PRESENT: _____

COMMENTS:

ACTION:

Director of Administration Signature

Date