

To Administrators:

If you are filling an Administrator's report for Substitute performance, please

- 1) Print your name on the form. Also, please write your direct phone number in case we have any questions or need clarification.
- 2) Give as much detail on the report as available i.e. time the incident happened, witnesses, statements (student, parent, teacher, etc.). Specify whether an internal investigation was done, and whether witness statements were taken. If witness statements are in writing, please submit them with your report.
- 3) Submit form to Human Resources Department to: Carmelita Rodriguez, Classified Human Resource Administrator

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
Classified Personnel Department
1900 East Price Road, Suite #106
Brownsville, Texas 78521
(956) 548-8051

Administrator's Report of Substitute's Performance

Directions: Please complete and return to the Classified Personnel Department as necessary.

Campus: _____ Date(s) of Assignment: _____

Substitute's Name: _____ Substitutes Employee ID Number: _____

Is a Teacher's Report of Substitute's Performance completed and attached?

Yes No Comments: _____

How did you become aware of the incident/situation? _____

Has an investigation been conducted? Yes No Comments: _____

Please describe incident and investigation results? _____

Would you call this Substitute in the future?

Yes No Comments: _____

Was a conference with Substitute teacher done? Yes No

Comments: _____

a) Date of conference: _____

b) Person's present: _____

c) Outcome: _____

Do you wish to have the Substitute removed from your campus priority list?

Yes No Comments: _____

Is it in the best interest of the students and the District to have this substitute removed from the District's Substitute Teacher List?

Yes No Comments: _____

Additional comments: _____

Campus Administrator's Signature: _____ Date: _____

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