

Substitute Teacher Performance Matrix

Quadrant 1: Interpersonal Functions

- 1A** Rapidly establishing an appropriate level of rapport with students
- 1B** Establishing and maintaining student discipline in an environment conducive to teaching and learning
- 1C** Treating all students with respect and with a commitment to fairness
- 1D** Displaying personal enthusiasm and self-confidence when communicating with students

Quadrant 3: Logistical Functions

- 3A** Understanding and following the rules, procedures, and routines of the school to which one is assigned
- 3B** Attending efficiently to the noninstructional tasks assigned to the regular teacher
- 3C** Ensuring that the physical environment of the classroom is left in a clean and orderly condition
- 3D** Filing end-of-day reports to the regular classroom teacher

Quadrant 2: Instructional Functions

- 2A** Clearly articulating the goals and procedures of the lesson to be taught
- 2B** Making efficient and meaningful use of instructional time
- 2C** Interpreting, implementing, and enhancing instructional plans prescribed by the regular classroom teacher
- 2D** Employing instructional techniques designed to assess students' prior knowledge and extend students' thinking

Quadrant 4: Professional Functions

- 4A** Protecting confidential information acquired about students, parents, teachers, and administrators
- 4B** Making appropriate referrals to the building administrator and other professional persons
- 4C** Consulting with certified and noncertified staff persons to acquire information or materials to enhance student learning
- 4D** Engaging in the processes of reflection and self-assessment relative to the preceding functions

Figure 1.1.