

TEMPORARY SCHOOL STAFF GOOD CONDUCT FORM

TODAYS DATE _____

SUBSTITUTE _____

SCHOOL DISTRICT _____

SCHOOL NAME _____

The TSS employee attire and appearance is professional, and adheres to the standards of the school district.

YES **NO**

Please explain _____

The TSS employee maintains a positive, professional attitude toward other staff members and the students.

YES **NO**

Please explain _____

The TSS employee is on time and prepared once class begins.

YES **NO**

Please explain _____

The TSS employee is aware of all building rules and expectations such as fire drills, tornado drills, lockdown procedures, and emergency procedures.

YES **NO**

Please explain _____

The TSS employee exhibits proper classroom management skills.

YES **NO**

Please explain _____

The TSS employee had proper written or verbal communications with the teacher regarding lesson plans and room management.

YES **NO**

Please explain _____

The TSS employee has good organization skills in the class room.

YES **NO**

Please explain_____

The TSS employee acts as a leader and role model. The interaction is friendly and courteous and the employee maintains appropriate contact with students at all times.

YES **NO**

Please explain_____

The TSS employee had good communication with the administration building.

YES **NO**

Please explain_____

Please also add any additional information on a separate sheet if needed

PLEASE SEND THIS CONDUCT PERFORMANCE FORM TO

Dr. Thomas McLennan

E-MAIL: tdmclennan@wayne.edu

OR FAX TO 313-577-9925