

SAN DIEGO CITY SCHOOLS
Human Resource Services Division
VISITING TEACHER EVALUATION

A. VISITING TEACHER COMPLETES:

Name: _____ School / Site: _____
Employee I.D.: _____ Regular Teacher's Name: _____
Telephone: _____ Grade level / Subject Area: _____
Date(s) of Assignment: _____
Special Circumstance(s): _____

B. SITE ADMINISTRATOR COMPLETES: (Use the following to indicate performance.)

Scale: 1 - Superior; 2 - Effective; 3 - Unsatisfactory; 4 - Not observed

NOTE: For each area marked unsatisfactory (3), provide a narrative explaining the specific performance deficiencies.

1. () Uses appropriate teaching methods and techniques.
2. () Follows/develops appropriate lessons and plans.
3. () Demonstrates knowledge of teaching area (within credential).
4. () Maintains student control and discipline.
5. () Professionally dressed and groomed.
6. () Maintains suitable learning environment.
7. () Cooperative.
8. () Accepts supervision.
9. () Performs other duties as assigned.

COMMENTS: _____

OVERALL PERFORMANCE: () Superior () Effective () Unsatisfactory*

IS THIS ASSIGNMENT 15 DAYS OR LONGER?

An assignment of 15 days or longer shall be evaluated. (SDEA 1998-2001 Contract, Article 33.5.8.1)

*AN **UNSATISFACTORY EVALUATION** shall be submitted within ten (10) school **days**. Also, if reasonably possible, a conference shall be held between the **evaluating** administrator and the visiting teacher prior to the placement into his/her personnel record. The visiting teacher has the right to contact the evaluating administrator to request conference. (SDEA 1998-2001 Contract, Article 33.5.9.3)

- Date of conference: _____
- **DO NOT assign again to () teacher's classroom () school site**

Signature of Administrator: _____ **Title:** _____ **Date:** _____

Fax evaluations to: (619) 686-6650
Substitute Management Unit
Education Center - Rm. 1241

(All long-term and any superior and unsatisfactory evaluations will be mailed to the visiting teacher by HRSD.)