

SAN DIEGO UNIFIED SCHOOL DISTRICT
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. () Adherence to the regular classroom teacher's lesson plans.
2. () Progress of pupils towards established standards (Long Term Assignment).
3. () Instructional techniques and strategies.
4. () Adherence to curricular objectives.
5. () Establishment and maintenance of a suitable learning environment within the scope of the visiting teacher's responsibilities.
6. () Performance of non-instructional duties and responsibilities including supervisory and advisory duties.

COMMENTS: _____

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

() IS THIS ASSIGNMENT 15 DAYS OR LONGER? Yes or No

An assignment of 15 days or longer shall be evaluated. (SDEA 2014-2017 Contract, Article 32.5.8.1)

*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 2014-2017 Contract, Article 32.5.9.3)

• Date of conference: _____

• **DO NOT** assign again to () teacher's classroom () school site

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

Submit Form To The Following Link (Click To Open Page): *DriveUploader Folder*

A copy of all superior and/or unsatisfactory evaluations will be sent to the substitute employee by HRSD.