

**ADMINISTRATIVE CIRCULAR NO. 8**  
Office of the Chief Human Resources Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 25, 2014

**To:** School Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, and San Diego Education Association Representatives

**Subject:** VISITING TEACHER PERFORMANCE EVALUATION

**Department and/or Persons Concerned:** Site Administrators, Division and Department Heads, and Child Development Center Administrators, SDEA Representatives

**Reference:** San Diego Education Association Contract, Article 32.5

**Action Requested:** Please use the attached form when evaluating the performance of Visiting Teachers.

**Brief Explanation:**

The Collective Bargaining Agreement with the San Diego Education Association, Article 32.5 specifies procedures for completing performance evaluations for visiting teachers. These evaluations not only assist the Human Resource Services Division in providing the best visiting teachers for your site's requirements, but also offer valuable feedback to our visiting teachers who provide an important service to our district. Day-to-day performance evaluations may be completed for visiting teachers assigned to the same position for less than 15 days, and are required to be completed when such assignments exceed 15 days.

Please note that the contract specifies if the performance of a visiting teacher is deemed either superior or unsatisfactory, an evaluation must be submitted within ten (10) school days of the completion of the visiting teacher's assignment. In the event a visiting teacher performance evaluation noting unsatisfactory performance is submitted, the evaluating administrator is required to try and hold a conference with the visiting teacher either by telephone or in person within the same time period to apprise the visiting teacher of the performance deficiency. No evaluation shall be based on statements that cannot be investigated and verified. Please note that only certificated site administrators may evaluate visiting teachers.

Attached is the Visiting Teacher Performance Evaluation Form to be used to evaluate your visiting teachers. Please feel free to make copies as necessary and discard previous evaluation forms.

Evaluations should be mailed to the Human Resource Services Division, Eugene Brucker Education Center, Room 1241. For additional information, contact the substitute help desk at (619) 725-8090; You may also contact Darin Noyes, Human Resource Supervisor at (619) 725-8019 [dnoyes1@sandi.net](mailto:dnoyes1@sandi.net).

APPROVED:

A handwritten signature in black ink, appearing to read "Timothy Asfazadour". The signature is written in a cursive, flowing style.

Timothy Asfazadour  
Chief Human Resources Officer

TA:BN:dn

Attachment

Distribution: Lists A, C, D, E, F, and S

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Human Resource Services Division  
**VISITING TEACHER EVALUATION**

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**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. ( ) Follow/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? Yes or No**

An assignment of 15 days or longer shall be evaluated. (SDEA Contract, Article 32)

\*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 Contract, Article 32)

• 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**  
**Eugene Brucker Education Center – Annex 9**

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