



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: _____

Fax evaluations to: (619) 686-6650
Substitute Management Unit
Eugene Brucker Education Center, Room
1241

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