

SITE OPERATIONS CIRCULAR NO. 1007

Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: August 31, 2005

To: Site Administrators, Division and Department Heads, and Child Development Center Administrators, San Diego Education Association (SDEA) 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 1998-2006 Contract, Article 33

Action Requested: Use attached evaluation.

Brief Explanation:

Use the attached Visiting Teacher Performance Evaluation Form to evaluate visiting teachers. Make copies as necessary and discard previous evaluation forms.

If the performance of a visiting teacher is deemed unsatisfactory, an evaluation report shall be submitted within ten (10) school days of the completion of the visiting teacher's assignment. Also, if reasonably possible, a conference shall be held by the evaluator (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 (SDEA 1998-2006 Contract, Article 33).

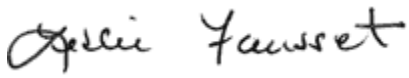
It is important to remember that only the site administrator may evaluate visiting teachers. Other teachers or members of the certificated or classified bargaining units may not evaluate visiting teachers.

The Collective Negotiations Contract with the San Diego Education Association, Article 33.5 specifies procedures for completing performance evaluations for visiting teachers. If contract procedures are not followed, the performance evaluation may not be maintained in the visiting teacher's personnel file. Submitting an unsatisfactory evaluation within ten (10) school days of the completion of the visiting teacher's assignment is an important step in this process. Also, discussing deficiencies in their performance with the visiting teacher is strongly encouraged. Your follow-up is necessary to appropriately deal with below-standard performance. These evaluations not only assist the Human Resource Services Division in providing the best visiting teacher for your site's requirements, but also offers needed feedback to our visiting teachers who provide an important service to our district.

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) 725-8046 or David Lee, Human Resource Services Supervisor at (619) 725-8056/dlee@sandi.net

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Leslie Fausset
Interim Superintendent

RGP:dl

Attachment

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

SAN DIEGO CITY SCHOOLS
Human Resource Services Division
VISITING TEACHER EVALUATION

A. VISITING TEACHER COMPLETES:

1. Name: _____ 2. Telephone: _____
3. Credential/Subject Area: _____
4. School/Site: _____ 5. Regular Teacher's Name: _____
6. Grade/Subject: _____ 7. Date(s) of assignment: _____
8. Special Circumstance(s): _____

B. SITE ADMINISTRATOR COMPLETES:

(Use the following scale 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 1998-2006 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 1998-2006 Contract, Article 33.5.9.3)

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

Signature of Administrator/Supervisor: _____

Title: _____ **Date:** _____

Send evaluations to:
Human Resource Services Division
Eugene Brucker Education Center - Rm. 1241
(All evaluations will be mailed to the visiting teacher by HRSD.)