



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7360

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Evaluation of Visiting Teachers**

REVISED: **9-07-2001**

A. PURPOSE AND SCOPE

1. To outline administrative regulations and procedures governing evaluation of visiting certificated employees.
2. Substitute certificated personnel who also work as regular contract certificated personnel should be evaluated for each position under the terms of the corresponding procedure.
3. **Related Procedures:**
 Evaluation of regular contract certificated personnel 7355
 Employment and placement of certificated teacher assistants 7274

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1700, I-4500, I-4750, I-8501; Education Code Sections 44660-44664, 44953.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Visiting Teachers**
 - a. An evaluation is optional and should be done as needed or requested.
 - b. An evaluation may only be completed by a site administrator or site supervisor.
 - c. A visiting teacher may be evaluated for performance as:
 - (1) Superior.
 - (2) Satisfactory.
 - (3) Unsatisfactory.

If an evaluation is not submitted, it will be assumed that the assignment was performed in a *satisfactory* manner.

- d. If the performance of a visiting teacher is deemed *unsatisfactory*, an evaluation report is submitted immediately, and if reasonably possible, a conference is held by the evaluator with the visiting teacher to apprise the visiting teacher of the performance deficiencies.
- e. The Human Resource Services Division forwards a copy of the completed *unsatisfactory* or *superior* evaluation report to the visiting teacher and places the original in the employee's personnel file.
- f. The visiting teacher may appeal the evaluation by submitting a written rebuttal and request for a conference with the evaluating administrator.
- g. If a resolution is not reached, the visiting teacher may further appeal to the Human Resource Services Deputy Administrative Officer or designee.

D. IMPLEMENTATION

1. **Visiting Teacher Assignment** (one day or more). Visiting teacher evaluation reports are available at each school site or from the substitute help desk, Human Resource Services Division.
 - a. **Visiting teacher** completes section A of evaluation form upon reporting to site.
 - b. **Site administrator**
 - (1) If evaluation is "satisfactory," completes section B and gives directly to visiting teacher; need *not* forward original to the Human Resource Services Division.
 - (2) If "unsatisfactory" evaluation is to be issued, it is recommended that evaluator:
 - (a) Personally observe the behavior or performance of the visiting teacher. If no observation was made, evaluator should conduct an investigation, including an interview with regular teacher and other staff members involved and a review of any documents relative to performance.
 - (b) Confer with visiting teacher if reasonably possible.

(c) Set forth the specific deficiencies in performance leading to the evaluation so that visiting teacher is made aware.

(3) If evaluation is “superior” or “unsatisfactory,” completes section B and forwards original to the Human Resource Services Division.

c. **Human Resource Services Division**

(1) Receives evaluation form from principal or supervisor; notes evaluation on visiting teacher employment record.

(2) If evaluation is “superior” or “unsatisfactory,” forwards copy of report to visiting teacher and files original in his/her personnel file.

(3) Counsels visiting teachers, when appropriate, about performance deficiencies.

d. **Appeals.** Visiting teachers receiving an unsatisfactory rating may appeal the evaluation. **Visiting teacher** may:

(1) Submit a written rebuttal to the Human Resource Services Division for attachment as a permanent part of evaluation.

(2) Submit a copy of written rebuttal of evaluation directly to evaluating administrator or supervisor.

(3) Contact evaluating administrator to request a conference to discuss evaluation or for reconsideration of rating.

(4) If evaluation is not resolved between site administrator/supervisor and visiting teacher, further appeal to a designated administrator within the Human Resource Services Division.

e. **Impact of less than satisfactory evaluation**

(1) Visiting teacher may be contacted by appropriate administrator in the Human Resource Services Division for a conference regarding the performance.

(2) Visiting teacher is encouraged to provide a written response to the Human Resource Services Division and evaluator as a rebuttal to the evaluation.

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- (3) The evaluation can result in visiting teacher not being permitted to receive future assignments to that particular site.
- (4) The degree of the problem reflected in the evaluation or the frequency of receiving an unsatisfactory rating may result in visiting teacher receiving specific disciplinary action, including a remediation plan, suspension from substituting for awhile, or possible termination from substitute service.
- (5) Continued employment is contingent upon successful, satisfactory to superior levels of performance.

E. FORMS AND AUXILIARY REFERENCES (Available from the Human Resource Services Division)

1. Visiting teacher evaluation report

F. REPORTS AND RECORDS (Section D.)

1. Visiting teacher evaluations of terminated employees, summarized and retained in personnel files for five years, then destroyed.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education