

**SITE OPERATIONS CIRCULAR NO. 1009**

Office of the Chief Human Resources Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 28, 2017

**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 Negotiations Contract 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 to 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 Services Supervisor, at (619) 725-8019 or [dnoyes1@sandi.net](mailto:dnoyes1@sandi.net).

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive, flowing style.

Acacia Thede  
Executive Director, Human Resources

AT:nv

Attachment  
#1 - Visiting Teacher Evaluation