



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: \_\_\_\_\_

Submit Form To The Following Link (Click To Open Page): [DriveUploader Folder](#)

A copy of all superior and/or unsatisfactory evaluations will be sent to the substitute employee by HRSD.