Evaluation of Itinerant Teachers

All teachers, excluding gifted education itinerants, psychologists, visiting teachers, occupational therapists and physical therapists assigned to the Office of Special Education, who work in two or more schools, will be evaluated as follows:

I. The base school location will be designated for each itinerant teacher.

II. The principal of the base school will have the responsibility to ensure that all requirements of the evaluation process for itinerant teachers based at his/her school are met.

III. In completing the Summative Evaluation Report, the principal of the base school will use data from his/her own observations of the itinerant teacher and information submitted in writing by the principals of other schools served by the itinerant teacher. A written report regarding the itinerant teacher’s performance shall be submitted to the base school principal by the principals of the other schools in which the teacher works. However, only one Summative Evaluation Report shall be completed and submitted to the Department of Human Resources.

IV. An itinerant teacher may appeal in writing an overall “Not Meeting Standards” rating on a summative evaluation to the Associate Superintendent for Student Learning and Accountability within 10 working days after receiving the summative evaluation. The Associate Superintendent for Student Learning and Accountability will convene a panel within 10 working days after receipt of the itinerant teacher’s appeal. The panel will review the appeal and will make recommendations to the Associate Superintendent for Student Learning and Accountability within five working days after the panel convenes. The Associate Superintendent for Student Learning and Accountability will render a final decision within five working days after receipt of the panel’s recommendations.

V. All challenges or appeals relating to an itinerant teacher evaluation or the procedures used to evaluate the itinerant teacher must be resolved through the procedures set forth in this regulation and are not grievable under Regulation 508.01-1, “Procedures for Adjusting Grievances for Certificated Employees.”

The Associate Superintendent of Human Resources (or designee) is responsible for the implementation and monitoring of this regulation.
This regulation and any related policy shall be reviewed at least every five years and revised as needed.