

Requirements for Visiting Supervisors

7.30
(11-13-87)

All employees, who have as their primary assignment, the responsibility of traveling to units for the purpose of providing consultative services should:

Notify the unit principal as far in advance as possible about the upcoming visit.

Notify the unit principal immediately upon arrival and at the time of departure from the unit.

If, as a result of the visit, the visiting supervisor has recommendations for change or improvement, or if outstanding performance is observed, a written report of recommendations or observations should be given to the teacher with a copy to the principal. This report should be submitted as soon as possible following the visit.