

Routing: All Division Heads, Site Administrators, and SAMS Site Coordinators	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 65 DATE: August 14, 2023 DUE DATE: Immediately
--	--	--

Title: RESIDENT VISITING TEACHER PROGRAM AND VISITING TEACHER PAY RATES FOR 2023-2024

Issuing Department: Human Resource Services Division

Reference: [Side Letter Between the San Diego Unified School District and the San Diego Education Association, Temporary Rate Increase for Visiting Teachers in the 2023- 2024 School Year](#)

Summary: Use this process to select a Resident Visiting Teacher and notify the Human Resource Services Division

Brief Explanation:

The Resident Visiting Teacher (“RVT”) Program provides all schools with a visiting teacher who works primarily at one school location for the school year. The role of the RVT is to provide instruction and supervision of students in the absence of one or more teachers. This circular provides schools with the processes and procedures to select, assign, evaluate and support a Resident Visiting Teacher.

This circular also provides updated pay rates for Visiting Teachers for the 2023-2024 school year.

The information contained in this circular is intended to provide you with the information you need to successfully implement your RVT program at your site.

What is the Difference Between a Resident Visiting Teacher, A Visiting Teacher and a Long Term Visiting Teacher?

Type of Substitute/ Assignment/ Credential	Selection Process	Substitute Interest	Instructional Duties	Schedule/ Work Day	Assignment Location
Visiting Teacher <i>(may NOT be assigned as the teacher of record as the VT does not need to hold the credential for the assignment)</i>	<i>Assigned by the SAMS system or pre arranged by the site</i>	<i>VTs may obtain a position via the SAMS website or call system</i>	<i>Short term coverage for an absent teacher</i>	<i>Day to Day; different classrooms/ schools</i>	<i>Any classroom, any school</i>
Long Term Visiting Teacher <i>(may be the teacher of record if the VT holds the credential for the assignment)</i>			<i>Long term coverage for 1 teacher absent more than 5 days</i>	<i>Same classroom/ school for more than 5 days.</i>	<i>One location for the duration of the assignment</i>
Resident Visiting Teacher <i>(may NOT be assigned as the teacher of record as the VT does not need to hold the credential for the assignment)</i>	<i>Site Administrator must approve the RVT assignment</i>	<i>RVTs may complete the interest form; schools may select from this list</i>	<i>Write or revise lesson plans to deliver instruction in the absence of a lesson plan. Perform other instructional related duties as assigned and authorized by the Resident Visiting Teacher's credential</i>	<i>Supervise one or more classes in a learning lab setting in the event more than one educator is absent and day- to-day substitutes are not available at the assigned site.</i>	<i>RVTs may not serve as a long term visiting teacher. RVTs are assigned primarily to one school, but may be assigned to a neighboring school.</i>

What are the pay rates for Resident Visiting Teachers and Visiting Teachers?

The District has negotiated a temporary rate increase for visiting teachers, established visiting teachers, long term visiting teachers, early childhood education visiting teachers, long term early childhood education visiting teachers and resident visiting teachers. The temporary rate increase can be found here: [RVT Side letter, June 30, 2023](#).

What is the Role of the Resident Visiting Teacher?

Resident Visiting Teachers are *Visiting Teachers* as defined by Article 32 per the current collective negotiations agreement; RVTs are classified as substitute employees and are not eligible for benefits.

The role of the Resident Visiting Teacher is to serve in the absence of one or more teachers. The intent of the RVT program is to create flexibility between schools; for instance, a school may not need the person at a school on a particular day and that individual could be asked to cover a neighboring school.

Resident Visiting Teachers shall be required to perform the typical duties of a day-to-day visiting teacher as well as:

- Write or revise lesson plans to deliver instruction in the absence of a lesson plan.
- Supervise one or more classes in a learning lab setting in the event more than one educator is absent and day- to-day substitutes are not available at the assigned site.
- Perform other instructional related duties as assigned and authorized by the Resident Visiting Teacher's credential; Resident Visiting Teachers should address concerns related to assigned duties with the site administrator. Any unresolved concerns may be submitted to the Visiting Teacher Joint Committee (Article 32.7) for review and advisement.

Resident Visiting Teacher Allocation

1. Sites who will continue to receive an RVT shall be identified based on the following criteria:
 - a. Schools with 22-23 Certificated Absences that total 100% of potential RVT use
 - i. [RVT Allocations 23-24](#)
 - b. Resident Visiting Teachers daily rate is paid from a centralized funding source.

How to Select A Resident Visiting Teacher

1. Schools should select a Resident Visiting Teacher from the pool of eligible Visiting Teachers. This may include a preferred visiting teacher who regularly works at a school or an individual selected from the eligible list.
 - a. For your convenience, the District has surveyed all eligible visiting teachers to determine if they are interested in an RVT assignment. This list will be distributed to principals and associate principals.
2. Effective immediately, schools may begin the RVT selection process for the 2023-2024 school year;
 - a. Once a site selection has been made, the RVT and site administrator need to sign the [Expectations for Resident Visiting Teachers Form 23-24](#).
 - b. Inform the Human Resource Services Division of the site selection by uploading the *Expectations for Resident Visiting Teachers* to this Google Form: [Resident Visiting Teacher Selection and Verification Process](#)
 - i. Sites must complete this process to ensure the assigned RVT is paid in accordance with the RVT rate.

How would a current SDUSD Visiting Teacher become a Resident Visiting Teacher?

Visiting Teachers interested in accepting an RVT assignment, may submit their interest using this [Resident Visiting Teacher Interest Form](#). NOTE: completion of this form does not guarantee an offer of an assignment.

How long is the Resident Visiting Teacher Assignment?

Resident Visiting Teacher assignment is for the 2023-24 school year so long as the performance of the RVT is satisfactory and the RVT remains qualified for the position. Being qualified for the position means the Resident Visiting Teacher maintains their credential and they comply with employment paperwork/ training (e.g. Kavanaugh notice, TB test, etc.).

Work Week. Resident Visiting Teachers are expected to work Monday- Friday during the instructional calendar. NOTE: *Some schools elected to have RVTs work in an arrangement similar to a job share, meaning one RVT worked 2 days and another RVT worked 3 days. This is allowable, however, if the RVT works additional days at another site as a visiting teacher, they would not earn the RVT rate of pay.*

Work Day. Resident Visiting Teachers are expected to work the length of the educator work day at their assigned location.

RVT Absences. If a Resident Visiting Teacher is absent, the site may request a day-to-day substitute through the SAMS system. There are no short term Resident Visiting Teacher assignments. If an RVT has a long term absence and is no longer able to perform the assignment, please inform the SAMS desk to remove the RVT from the assignment.

Who Supervises and Evaluates Resident Visiting Teachers?

Resident Visiting Teachers are supervised and evaluated by the site principal or assigned certificated manager (e.g. Associate Principal or Instructional Coordinator). There are two documents used in the supervision and evaluation of RVTs:

- [Visiting Teacher Incident Form](#). This form includes the process to address the behavior/ conduct of an RVT (e.g. interactions with students, staff or families).
- [Visiting Teacher Evaluation Form](#). This form should be used to evaluate the performance quality of an RVT (e.g. ability to perform the essential instructional functions of the position)

What happens if a Resident Visiting Teacher Does Not Meet the Expectations of the Position?

If a Resident Visiting Teacher does not meet the expectations of the position, the forms listed above should be used to inform the RVT of the concerns. If the Resident Visiting Teacher is removed from the assignment, per the terms of the side letter, the individual is not entitled to the pay for the remainder of the assignment.

School Site Actions to Prepare for Resident Visiting Teachers:

1. Educate staff to ensure absences are entered into the SAMS system to maximize the opportunity to obtain coverage through a visiting teacher; this will ensure the RVT's daily work is manageable. By entering absences into the SAMS system, the school can ensure they have the full picture of which classrooms need coverage and how to divide up the RVT's daily work.

- a. Absences due to illness have been high, therefore, 1:1 coverage may not be possible. For this reason, schools are asked to open a space for a learning lab that would allow one or more classes to be supervised in the designated space in the absence of a teacher.
2. Provide educators with site procedures for reporting their absences (i.e. notifying the site, input into SAMS, etc). When an educator is absent the following should occur:
 - a. The assignment should be entered into SAMS. Visiting Teachers can provide 1:1 coverage in the absence of a teacher. The Resident Visiting Teacher may be assigned to this absence if it is the only absence at that site for the day.
 - b. Educators must prepare lesson plans for short term absences regardless if the RVT or a day-to-day Visiting Teacher covers the assignment.
3. Create multiple scenarios for coverage in the absence of a classroom teacher. Sites may consider revising their emergency coverage procedures if they do not include the following:
 - a. 1:1 Coverage (obtaining a substitute through the SAMS system or contacting a preferred substitute).
 - b. Dividing the class or asking teachers to cover in their preparation period. These types of coverage occurred pre-COVID. If teachers cover a class, they are entitled to pay.
 - c. Create a Learning Lab as a backup coverage plan in case a job is not picked up. Identify a space that allows for multiple classes to participate in instruction. Prepare a schedule that adds additional support to a learning lab if multiple classes are working in the space (e.g. paraeducators, admin, etc.).
 - d. Educators and School Sites shall make reasonable efforts to secure a long term substitute (other than the Resident Visiting Teacher) to cover for the anticipated long term absence of a salaried unit member.

The use of these strategies will reduce the number of classes that have to be divided and/or the number of teachers who have to cover in their prep.

4. Ensure your Resident Visiting Teacher has access to take attendance and understand these procedures. If they are in a space with multiple classrooms, you may need to have an additional staff member assist.
5. Ensure your Resident Visiting Teacher has access to supplies, equipment, emergency procedures, etc. necessary to perform their work.
6. Ensure your Resident Visiting Teacher understands the District's health and safety protocols.
7. Identify a partner school or partner schools so that you can share your RVT. While your RVT will need to cover classes on a regular basis, there may be a need for additional support at a neighboring school. The home school would be responsible for validating the timekeeping in a shared assignment.

I have a vacant position. Can I place a RVT or a VT in that assignment?

Visiting Teachers, including RVTs, may not be placed in a vacancy. Please work with your assigned Human Resource Officer to determine coverage using a retired substitute teacher.

For more information about this circular, contact:

Name:	Substitute Help Desk
Department:	Human Resources
Phone:	(619) 725-8090
Email:	subhelp@sandi.net

APPROVED:

Kristine Morshead

Kristine Morshead
Senior Executive Director, Human Resources

KM:sb

Attachment(s):

- Attachment 1: [Expectations for Resident Visiting Teachers Form 23-24](#)
- Attachment 2: [Resident Visiting Teacher Selection and Verification Process](#)
- Attachment 3: [Resident Visiting Teacher Interest Form](#)
- Attachment 4: [RVT Side Letter June 30, 2023](#)
- Attachment 5: [RVT Allocations](#)
- Attachment 6: [Visiting Teacher Incident Form](#)
- Attachment 7: [Visiting Teacher Evaluation Form](#)