

RECORD OF CONSULTING HEAD TEACHER VISITS

The consulting head teacher shall make at least two on-site visits to the center per month, for a sufficient length of time to conduct staff development and observe the center's program. The consulting head teacher shall have the authority and responsibility to observe and evaluate the group teacher, conditional head teacher, or other staff member in charge of the center's program during each on-site visit. Ensure that these provisions are met and maintain on file this record of consulting head teacher visits.

Consulting Head Teacher's Name:	On-Site Visits for the Month of:
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Date of 1 st Monthly Visit:	Purpose/Goals of Visit:
Times of Visit: FROM: TO:	
Rooms/Programming/Group Observed:	
Evaluation of Staff Member in Charge of Program or Other Staff:	
Staff Development Provided:	Staff Development Recommended:

Date of 2 nd Monthly Visit:	Purpose/Goals of Visit:
Times of Visit: FROM: TO:	
Rooms/Programming/Group Observed:	
Evaluation of Staff Member in Charge of Program or Other Staff:	
Staff Development Provided:	Staff Development Recommended: