

### **EVALUATION OF ADMINISTRATORS**

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code. Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of the District management.

The purpose of administrator evaluations will be to assess the performance of administrators and to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. Evaluations should also assist administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation process for principals and assistant principals is set forth by Ohio Revised Code Section 3319.02(D). Evaluation procedures for principals and assistant principals include the components set forth for administrative personnel, but include some additional requirements. Principal and assistant principal evaluations must be based on principles comparable to the teacher evaluation policies adopted under Ohio Revised Code Section (RC) 3319.111, but must be tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Therefore, principals and assistant principals are evaluated like other administrators, but with the addition of the State Board of Education's evaluation framework requirements.

The phrase "other administrator" as used in the statute is defined as being comprised of three basic types: (1) licensed administrators; (2) non-licensed supervisors and management-level employees and (3) business managers.

Evaluations will be conducted at least once a year, according to the following guidelines:

- In the year an administrator's contract does not expire, the evaluation is completed by June 10th and a copy is given to the administrator.
- In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time.
- The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or non-renew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
- Evaluations will be made by the person to whom the administrator is immediately responsible.
- Results of the evaluation will be put in writing and discussed with the administrator by the person who makes the valuation.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation the with Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. Results of the evaluations will be kept in personnel files maintained in the central office. The administrator being evaluated will have the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of an administrator's contract.

This policy is adopted pursuant to ORC Section 3319.02 and is not intended to create any legal rights independent of the requirements of that statute.

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