

EVALUATION OF CERTIFICATED AND CLASSIFIED STAFF
(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 Ohio Revised Code, including the following: Assistant Superintendents, administrative assistants, principals, assistant principals and all other personnel required to maintain certificates in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a "supervisor" or "management-level employee," exempted from the employee bargaining unit.

The purpose of administrator evaluation will be to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of Ohio law. Evaluations shall be considered by the Board in determining whether to re-employ administrators. In addition, evaluations should assist administrators to develop their professional abilities in order to increase the effectiveness of District management.

The evaluation will measure the administrator's effectiveness in performing the duties included in his/her written job description. The evaluations will be conducted annually by the Superintendent or his/her designee. In order to provide time to show progress in correcting any deficiencies identified through the evaluation process, a completed evaluation shall be received by and be discussed with the administrator at least 60 days prior to any action by the Board relative to the administrator's contract.

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

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 3319.02; 3319.16
OAC 3301-35-03(A)(8)