

EVALUATION OF CERTIFICATED AND CLASSIFIED STAFF  
(ADMINISTRATORS)

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of Ohio law, the following procedures will be employed by the Superintendent or his/her designee in evaluating administrative personnel:

1. An initial meeting will be held by the Superintendent prior to the school year with the Assistant Superintendents and administrators to discuss specific measurable objectives and plans for their achievement. A statement of these objectives and plans will be submitted by each administrator to the Superintendent or his/her designee at a time specified. These objectives and plans will be written and will be maintained in each administrator's personnel file.
2. With respect to those administrators whose contracts will expire at the end of the current school year, the Superintendent or his/her designee will complete a preliminary evaluation and discuss with the administrator on or before January 15. The Superintendent or his/her designee will meet with all other administrators on or before June 30. The evaluator will employ the evaluation criteria which will be designed to measure the administrator's effectiveness in performing the duties set forth in his/her written job description; areas of outstanding and poor performance will be noted. The evaluatee will be given a copy of the evaluation and will have an opportunity to discuss the evaluation with the evaluator.
3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
4. A final meeting between the Superintendent or his/her designee and the administrator will be scheduled on or before March 15 for those administrators whose contracts are expiring at the end of the current school year (on or before June 30 for other administrators.) The evaluatee's performance since the previous meeting will be discussed. A final written evaluation will be prepared and transmitted to the administrator.
5. All evaluation criteria, procedures and written job descriptions will be reviewed annually by the Superintendent and his/her designee and revised as necessary.

[Adoption date: November 16, 2000 ]