

### **EVALUATION OF ADMINISTRATORS**

Each assistant Executive Director, director, principal, assistant principal, and other administrator employed by the School shall be evaluated through this written evaluation procedure.

- A. The evaluation shall be conducted by the Executive Director or his/her designee.
- B. The evaluation shall measure each administrator's effectiveness in performing the duties included in the applicable job description. The Board of Directors shall from time to time adopt and revise administrator job descriptions to implement this procedure.
- C. The Executive Director or his/her designee may reference the standards-based model of the Ohio Principal Evaluation System (OPES) to evaluate the performance of principals and assistant principals. In determining a principal's or assistant principal's level of effectiveness for purposes of a formative evaluation under OPES, equal weight shall be accorded to performance on the standards for the profession and student growth measures.
- D. At least one evaluation shall be completed in each year of the administrator's contract of employment. A written copy of the evaluation shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.
- E. The administrator shall be given written notice of the date that the contract expires and that the administrator may request a meeting with the Board of Directors. Upon request by the administrator, the Board of Directors shall grant the administrator a meeting in executive session. In that meeting, the Board of Directors shall discuss its reasons for considering the renewal or nonrenewal of the contract. The administrator shall be permitted to have a representative of the administrator's choice at the meeting.
- F. The evaluation shall be considered by the Board of Directors in deciding whether to renew the administrator's contract.
- G. The establishment of this procedure shall not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Directors from making the final determination regarding the renewal or nonrenewal of the administrator's contract, provided the administrator has been given the evaluations required by this procedure and the opportunity, upon request, to meet with the Board of Directors as required by this procedure.

Adopted: April 28, 2017