

EVALUATION OF ADMINISTRATORS

Each assistant superintendent, director, principal, assistant principal, and other administrator shall be evaluated through this written evaluation procedure and in compliance with O.R.C. §3319.02. In the event of any conflict between this procedure and O.R.C. §3319.02, the provisions of O.R.C. §3319.02 shall apply as if incorporated into this procedure. As used in this procedure, the term “administrator” applies to any person whose evaluations are subject to the requirements of O.R.C. §3319.02.

- A. The evaluation shall be conducted by the Superintendent or Treasurer or his/her designee.
- B. The evaluation shall measure each administrator’s effectiveness in performing the duties included in the applicable job description. For principals and assistant principals, the evaluation shall be based on standards comparable to the Ohio Teacher Evaluation System (OTES), as provided in O.R.C. §3319.111, but tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. The Board shall from time to time adopt and revise administrator job descriptions to implement this procedure.
- C. The Superintendent 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, equal weight shall be accorded to performance on the standards for the profession and student growth measures.
- D. In any school year that the administrator’s contract is not due to expire, at least one evaluation shall be completed in that year. 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. In any school year that the administrator’s contract of employment is due to expire, at least a preliminary evaluation and at least a final evaluation shall be completed in that year. A written copy of the preliminary evaluation shall be provided to the administrator at least sixty days prior to any action by the Board on the administrator’s contract of employment. The final evaluation shall indicate the Superintendent’s intended recommendation to the Board regarding a contract of employment for the administrator. A written copy of the final evaluation shall be provided to the administrator at least five days prior to the Board’s acting to renew or not renew the contract.
- F. Before taking action to renew or nonrenew the contract of an administrator and prior to the first day of June of the year in which the administrator’s contract expires, 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. Upon request by the administrator, the Board shall grant the administrator a meeting in executive session. In that meeting, the Board 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.

- G. The evaluation shall be considered by the Board in deciding whether to renew the administrator's contract.
- H. If the Board takes action to nonrenew the contract of an administrator, the administrator shall be provided with written notice of the Board's action on or before the first day of June of the year in which the administrator's contract expires.
- I. The establishment of this procedure shall not create an expectancy of continued employment. Nothing contained herein shall prevent the Board 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 as required by this procedure.

LEGAL REFS: O.R.C. §3319.02

Adopted: August 1, 2017