

EMPLOYMENT OF ADMINISTRATORS

The Board of Education may employ other administrative staff, including building principals, and other administrative employees as is necessary for the smooth and efficient educational operation of the district in accordance with O.R.C. §3319.02.

The Board shall approve the employment, determine the compensation, and establish the term of said employment for each administrator employed by the Board. Individuals may be employed as administrators pursuant to a limited contract for a term not to exceed three (3) years, unless the individual has been employed by the Board as an administrator in the district for three (3) or more years, in which case his/her term of the contract shall be for not more than five (5) years and, unless the Superintendent recommends otherwise, not less than two (2) years. If, however, the Superintendent so recommends, the term of the contract of an individual who has been employed as an administrator in the district for three (3) years or more may be one (1) year. All subsequent contracts granted to such individual must be for a term of not less than two (2) years and more than five (5) years.

The Board shall only employ those candidates nominated by the Superintendent, unless otherwise authorized by law (see below).

Individuals employed in the following categories shall be considered members of the administrative staff:

- A. Assistant superintendent;
- B. Directors;
- C. Supervisors;
- D. Coordinators;
- E. Specialists;
- F. Principals;
- G. Unit principals
- H. Technology staff; and
- I. Psychologists.

Any person employed as an assistant superintendent, principal, assistant principal, or other administrator shall possess a valid certificate/license issued under Ohio law and shall file a copy of his/her certificate/license with the district.

To the extent permitted by law, the Board may request the State Board of Education to issue a one (1) year temporary educator license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.

An individual who is related to [a] staff member[s] may be employed as an administrator by the Board provided the administrator is not placed in a position in which he/she will supervise directly the staff member to whom he/she is related.

Applications for employment as an administrator will not be accepted from any current Board member. If a Board member wishes to apply for a position on the administrative staff, his/her resignation must be accepted by the Board prior to submitting an application.

The employment of administrative staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Any applicant under final consideration of employment with the Board must complete a DMA form with no positive indications that material assistance has been provided to a terrorist organization before working in the district.

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation.

Any administrator's intentional misstatement of fact material to qualifications for employment or reemployment or to the determination of salary shall be considered by this Board to constitute grounds for dismissal.

All administrators shall become familiar with the policies of the Board and other such guidelines, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the district. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such lesser penalty as the Board may prescribe.

Except by mutual agreement of the parties thereto, no administrator shall be transferred during the term of his/her contract to a position of lesser responsibility. Furthermore, no contract may be terminated or suspended except in accordance with state law.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of administrative staff.

Plan and Procedure for Providing Fringe Benefits

Principals and other administrative staff shall be entitled to all fringe benefits provided under their individual contracts of employment, in accordance with the terms and conditions for use of such fringe benefits, as set forth therein.

LEGAL REFS: O.R.C. 3319.02
O.A.G. 2011-025

Adopted: May 20, 2020