

HUBER HEIGHTS CITY SCHOOL DISTRICT BOARD POLICY
EVALUATION OF ADMINISTRATIVE PERSONNEL

1.00 Application

For purposes of this policy, “administrator” means:

- (a) All persons employed by the Huber Heights City School District Board of Education, under Ohio Revised Code Section 3319.02, in a position requiring licensure as an administrator. This definition excludes school counselors but includes professional pupil services personnel and administrative specialists who spend less than 50% of their time teaching or otherwise working directly in the presence of students; and
- (b) All persons employed in positions not requiring administrative licensure but whose job duties enable them to be considered either a “supervisor” or “management level employee” as defined in Section 4117.01 of the Ohio Revised Code.

2.00 Procedures

2.10 General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

- The evaluation process shall fairly attempt to measure the administrator’s effectiveness in performing the duties set forth in his/her job description.
- A written evaluation document shall be produced for each evaluation.
- Each administrator shall be evaluated at least once annually.
- The evaluation shall be conducted by the Superintendent or his/her designee (such designation may be oral or in writing).
- Prior to the Board making a decision to renew or nonrenew the contract of an administrator, the Superintendent should review the results of the evaluation process with the Board.

2.20 Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as he/she may determine in his/her best professional judgment and may be modified from time to time by the Superintendent in the exercise of such professional judgment. Specific Board approval of the evaluation instrument(s) or modifications to such instrument(s) shall not be required.

2.30 Basis for Evaluation

Each evaluation shall fairly attempt to measure the administrator’s effectiveness in performing the duties of his/her job description.

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Evaluations may be based upon the direct formal observations of the administrator but may also consider informal or incidental observations and other relevant information which is within the knowledge of or brought to the attention of the evaluator. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

2.40 Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observation may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-base basis.

A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator. This evaluation report may be combined with the evaluation instrument(s) or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator, if available. The signature of the administrator shall not necessarily indicate that he/she agrees with the evaluator's comments or conclusions but only that he/she has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator upon request.

The final evaluation report for an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or nonrenewal of the contract.

2.50 Number and Timing of Evaluations

2.51 Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report 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.

2.52 Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one preliminary evaluation and one final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or nonrenewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or nonrenewal of the contract.

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3.00 Meeting with Board

Each administrator shall be provided the opportunity to meet with the Board of Education in executive session prior to the Board's action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or nonrenewal of the contract. The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

4.00 Notice of Contract Expiration Date and Right to Request a Meeting

Prior to the last day of March in the year in which an administrator's contract expires, the Superintendent, on behalf of the Board, shall deliver written notice to each such administrator specifying the date that the administrator's contract expires and that the administrator may request a meeting with the Board as described in 3.00.

5.00 Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board. Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of an administrator's contract of employment.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition contract nonrenewal and shall not prevent the Board from proceeding with a contract nonrenewal which otherwise satisfies the minimum requirements of Ohio law.

Adopted by Board: December 13, 2000