

PROFESSIONAL STAFF CONTRACTS FOR PRINCIPALS AND ASSISTANT PRINCIPALS

District employees in principal and assistant principal positions shall have a written contract with the District containing the terms and conditions of their employment as are agreeable to employee and the District.

The term of principal and assistant principal contracts shall not exceed three years, except that an individual who has been employed by the District as a principal, assistant principal or other administrator as defined by the Ohio Revised Code for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years in the event of a renewal contract, unless the Chief Executive Officer recommends otherwise. In the event that the Chief Executive Officer recommends otherwise, an individual who has served as a principal, assistant principal or other administrator in the District for three years or more may be re-employed under a one year contract. However, any subsequent contracts granted to that individual shall be for a term of not less than two and not more than five years.

Continuing Service Status

A principal or assistant principal who has earned continuing service status as a teacher in the District retains such status while serving as principal or assistant principal. Any principal or assistant principal who previously obtained continuing service status as a teacher in another district may achieve continuing service status as a teacher in the District after employment with two or more years' experience as a principal or assistant principal in the District. The Chief Executive Officer may, however, recommend to the Board that an individual with continuing service status as a teacher in another district be eligible for continuing service status in the District at the time of that individual's initial employment with the District or at any point during the two-year experience period.

Renewal Period

A principal or assistant principal's contract may be renewed at any regular or special Board meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year in which the current contract expires and ending on the last day of March in the calendar year in which the current contract expires. The Chief Executive Officer's recommendation shall be considered in all contract renewals.

Evaluations and Notice

At least one evaluation shall be completed for principals and assistant principals in any school year in which their contract is not due to expire. A written copy of the evaluation shall be provided to the principal or assistant principal no later than the end of the principal's or assistant principal's contract year, as defined by his or her annual salary notice.

In any school year during which a principal's or assistant principal's contract is due to expire, the principal or assistant principal should receive a written copy of a preliminary evaluation at least 60 days prior to any action by the Board on the contract of employment. A written copy of a final evaluation indicating the Chief Executive Officer's intended recommendation to the Board regarding the contract shall be provided to the employee at least five days prior to the Board's acting to renew or not renew the contract of the principal or assistant principal.

Before the last day of March in the year in which a principal or assistant principal's contract expires, the Board shall notify the principal or assistant principal of the date on which his or her contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of the contract.

If the Board intends not to renew a principal or assistant principal's contract upon its expiration, the Board must, on or before the last day of March of the year in which the contract of employment expires, give written notice of its intent not to renew the principal's or assistant principal's contract. At the expiration of a principal's or assistant principal's current contract, if he or she has not been provided written notice by the Board of its intent not to renew the contract, such principal or assistant principal shall be deemed to have a renewed contract for employment at the same salary plus any increments authorized by the Board. Any contract renewed in this manner shall be for one year, unless the affected principal or assistant principal has been employed by the District for three years or more as a principal, assistant principal or other administrator as defined by the Ohio Revised Code, in which case, the renewed contract will be for two years. The contract of a principal or assistant principal will not be deemed to be renewed if he or she notified the Board in writing before the first day of June of the year in which the contract expires of his or her intent not to be re-employed by the District.

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LEGAL REFS.: ORC 3311.72; 3319.01; 3319.02; 3319.11; 3319.12;
4117.01

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CROSS REFS.: GA Personnel Policies Goals