

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Education Employee Performance Evaluations</b>	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 57-EDU-05
RULE/CODE REFERENCE: 3319.111; 3319.22	SUPERSEDES: 57-EDU-05 dated 08/13/12
RELATED ACA STANDARDS:	EFFECTIVE DATE: July 1, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish uniform procedures for the completion of employee performance evaluations for certificated education staff employed within the Department of Rehabilitation and Correction.

**III. APPLICABILITY**

This policy applies to all persons employed by the Department of Rehabilitation and Correction within the Ohio Central School System.

**IV. DEFINITIONS**

**Certificated Education Employees** – Education employees who maintain licensure and/or certification by the Ohio Department of Education.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that all certificated education employees have an annual performance evaluation in adherence to Ohio Revised Code 3319.111 and 3319.22. Performance evaluations on all certificated education employees shall be completed by an evaluator who possesses administrative certification from the Ohio Department of Education.

**VI. PROCEDURES**

- A. Performance evaluations on certificated/licensed education employees shall be completed according to the following:
1. Institution Assigned Education Employees, excluding Principals
    - a. The Rater will be the Principal of the shared service area. Nominees are the Assistant Principal and where applicable the School Administrator.
    - b. The Reviewer will be the Assistant Superintendent.
  2. Operation Support Center - Non-Supervisory Education Employees
    - a. The Rater will be either the Operations Director or the Assistant Superintendent as appropriate.
    - b. The Reviewer will be the Superintendent of the Ohio Central School System.
  3. Shared Services Assistant Principals
    - a. The Rater will be the Principal of the shared service area and may nominate the Deputy Warden of Special Services.
    - b. The Reviewer will be the Assistant.
  4. Shared Services Principals
    - a. The Rater will be Assistant Superintendent of the Ohio Central School System and may nominate the appropriate Deputy Warden at the headquartered institution.
    - b. The Reviewer will be the Superintendent of the Ohio Central School System
  5. Operation Support Center Supervisory Education Employees, excluding the Superintendent
    - a. The Rater will be the immediate supervisor, all of whom hold administrative certificates/licensure by the Ohio Department of Education.
    - b. The Reviewer will be the Superintendent of the Ohio Central School System or the appropriate Managing Director.
  6. Ohio Central School System Superintendent
    - a. The Rater will be the appropriate Managing Director.
    - b. The Reviewer will be the Director of the Ohio Department of Rehabilitation and Correction.
- B. All non-certificated education employees, including non-certificated librarians and library assistants, shall be evaluated according to standard Department procedures.