

**SECTION 300  
ADMINISTRATORS**

**ADMINISTRATOR CONTRACTS**

**300.01  
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Contracts for certified administrators run from July 1<sup>st</sup> through June 30<sup>th</sup> of the fiscal year.

Specific employment details may be found in each individual administrator's contract.

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated annually by the certificated personnel designated by the superintendent. All evaluations shall be made in writing on the district-provided form.

The board of education shall evaluate and complete the evaluation form for the superintendent of schools as per the provisions contained in the superintendent's employment contract.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The evaluator may omit any criterion or indicator on the evaluation form deemed non-applicable to the particular administrative position being evaluated by marking "n/a" on the area affected of the form.

The general areas of administrative effectiveness shall include the indicators which are included in the Oklahoma Minimum Criteria for Effective Administrative Performance or other minimum criteria developed by the State Board of Education and any supplemental indicators which are included on the approved evaluation form.

This policy and the most current evaluation form utilized to effectuate this policy shall be made available upon request to all persons subject to this policy.

Nothing in this policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the administrator; provided, however, no action to nonreemploy a certified administrator shall occur without a written evaluation of the administrator.

Pursuant to 70 O.S. § 6-101.11, whenever the board of education shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position within the school district should be effected, the administrator shall be entitled to the following due process procedures:

- A written statement shall be submitted to the administrator prior to the dismissal or nonreemployment which states the proposed action, lists the reasons for effecting the action and notifies the administrator of his/her right to a hearing before the board of education prior to the action; and
- A hearing before the board of education shall be granted upon the request of such administrator prior to the dismissal or nonreemployment. A request for a hearing shall be submitted to the board of education not later than ten days after the administrator has been notified of the proposed action.
- Failure of the administrator to request a hearing before the board of education within ten days after receiving the written statement shall constitute a waiver of the right to a hearing. No decision of the board of education concerning the dismissal or nonreemployment of a full-time certified administrator shall be effective until the administrator has been afforded due process as specified in this policy. The decision of the board of education concerning the dismissal or nonreemployment, following the hearing, if requested, shall be final.

Administrators may be suspended pursuant to the requirements of 70 O.S. § 6-101.14.