

3301-35-05 Faculty and staff focus	
Section	Summary
(A) Credentialed and classified staff shall be recruited, employed, assigned, evaluated and provided professional development in accordance to State and Federal law.	All staff must hold valid credentials for assigned positions. Evaluations must meet requirements. Classroom size student-teacher ratios must be appropriate. Schools must have services of principals and districts must have services of educational services personnel. Professional development must be supported through multiple data and aligned to the school and the district vision and strategic plan. Scheduled team and planning time must be provided for teaching staff.
(B) The school district or school shall maintain an environment that supports personal and organizational performance excellence by allowing credentialed and classified staff the opportunity to develop and use their full potential to achieve school district and school objectives.	The school or school district shall provide a positive, supportive and safe school environment so all staff can foster positive collaborative teams where professional learning, sharing and developing effective practices in the school are aligned to the strategic plans and student success.

3301-35-05(A)		
Items	Summary	Samples
(A) Credentialed and classified staff shall be recruited, employed, assigned, evaluated and provided professional development in accordance to State and Federal law.	Staffing and employee hiring support expectations.	School board policy
(1) Each credentialed staff member shall hold the appropriate credentials for his/her assigned position. Copies of credentials appropriate to staff assignments shall be on file in the school district's administrative office.	Credentialed staff must hold appropriate licensure or certification for position. New teachers to the profession must complete the credentialing process	Credentials on file; Documentation for following Resident Teacher practices
(2) The ratio of teachers to students school district-wide shall be at least one full-time equivalent classroom teacher for each twenty-five students in the regular student population. The ratio of teachers to students in kindergarten through fourth grade on a school district-wide basis shall be at least one full-time equivalent classroom teacher per twenty-five students in the regular student population.	K-12 district average; 1 teacher to 25 students using EMIS definitions K-4 District Average; 1 teacher to 25 students using EMIS definitions	Classroom rosters; Local school board policy; and Negotiated agreements between teacher unions and local school boards
(3) Educational service personnel are credentialed staff with the knowledge, skills and expertise to support the educational, instructional, health, mental health and college/career readiness needs of students	ES may include but are not limited to the following areas, counselors, library media specialists, school nurses, social workers, and elementary art, music and physical educators.	Other ESP examples are school psychologist, reading specialists, ESL specialists, technology specialist, interpreter and resource officer.
(4) Every school shall be provided the services of a principal.		EMIS; District And School Staff Rosters
(5) Credentialed staff shall be evaluated in accordance with law applicable to their positions. Evaluation systems should align with state models and the Ohio educator standards (education.ohio.gov).	ORC 3319.112 Ohio Teacher Evaluation System, Ohio Principal Evaluation System	Observations and evaluations on file; negotiated agreements

<p>(6) Classified staff shall be evaluated at regular intervals. Evaluation results shall be discussed with the classified staff in evaluation conferences.</p>	<p>Classified staff evaluation process</p>	<p>Local school board policy; Negotiated Agreements</p>
<p>(7) Data shall be used to determine the amount and nature of faculty and staff professional development necessary to implement the school district's vision, mission, and strategic plan. (a) Professional development planning may include the identification of observable and measurable staff learning outcomes, the individual or group needs of faculty and staff to develop or improve the knowledge and skills necessary to address personalized and individualized student learning needs, a focus on closing the gap between student performance and the expectations for student performance, and identification of the resources necessary to support the professional learning outcomes, follow-up and evaluation. (b) Professional development for all faculty and staff shall continually be monitored, evaluated, and improved to align with school district goals and objectives and to meet the changing needs of students. Professional development for credentialed staff shall be provided.</p>	<p>District must provide professional development: Use of district/school vision, student performance data and staff data for professional development planning and providing programs; Use monitoring practices to determine implementation and quality of professional development.</p>	<p><u>Planning tools:</u> Student data, curriculum data, staff feedback, and alignment of data to district/school strategic plans <u>Effectiveness tools:</u> Feedback surveys, walkthroughs, student performance data</p>
<p>(8) Teachers shall be provided sufficient time for designing their work, evaluating student progress, conferencing, and team planning. Time shall be established for teachers to pursue collaborative planning for the development of lesson plans, professional development, and shared learning. The schedule of full-time equivalent classroom teachers assigned to a school with a teacher day of six hours or longer, excluding the lunch period, shall include two hundred minutes per week for these purposes.</p>	<p>Time in daily schedule for teachers to: plan lessons, evaluate student work, conference, work with a team of teachers: (collaborative planning practices) (full time equivalent) teachers = hours or longer excluding lunch time 20 minutes/week</p>	<p>Grade Level team meetings; Department meetings; IEP meetings; Conferences with administration and/or parents;</p>

<p>All staff shall hold valid credentials for assigned positions. Evaluations shall meet requirements. Classroom size student-teacher ratios shall be appropriate. Schools shall have services of principals and districts shall have services of educational services personnel. Professional development shall be supported through multiple data and aligned to the schools and/or the district’s vision and strategic plans. Scheduled team and planning time shall be provided for teaching staff.</p>		
3301-35-05(B)		
Items	Summary	Samples
(B) The school district or school shall maintain an environment that supports personal and organizational performance excellence by allowing credentialed and classified staff the opportunity to develop and use their full potential to achieve school district and school objectives.	Collaborative, shared decision making and professional learning communities provide opportunities for effectively implementing district and school goals.	Lists of committees, teams and professional communities; schedules, agendas and minutes
(1) The organizational design of the school district or school shall promote communication, cooperation, and the sharing of knowledge and skills across work functions, units and locations.	Collaborative team supports for a variety of shared responsibilities	Team schedules and agendas
(2) All staff shall know and demonstrate knowledge of and commitment to the school district and school vision, mission, philosophy, goals, objectives, strategic and continuous improvement plans, and performance expectations and results.	The staff aligns work to the school/district strategic plans	Documentation of this ongoing practice; agendas, minutes, alignment documents
(3) The school district or school shall continually evaluate its work environment and improve it to support school district, school and student goals.	Monitor and evaluate the effectiveness of practices	Data collections to drive decisions
(4) All licensed educators and other school district staff shall engage in professional development that aligns with the Ohio educator standards (education.ohio.gov).	PD offered by school/district aligns with educator standards	PD plans, schedules and lists

(5) Faculty and staff shall strive to create and maintain an environment of encouragement, trust and mutual commitment to school district and school goals.	Create a culture and climate appropriate for student success	Positive Behavior Intervention System; Communications process; stakeholder feedback practices
(6) Faculty and staff shall work within a healthy, safe environment and help maintain and improve healthy, safe environment conducive to student learning and performance excellence.	School Environmental Health and Safety & Fire inspections and reviews have appropriate results.	Documents on file from local health and fire inspections; activities to remedy the issues if needed
The district/school shall provide a positive, supportive and safe school environment so all staff can foster positive, collaborative teams where professional learning, sharing and developing effective practices in the school are aligned to strategic plans and student success.		

Ohio Revised Code / Ohio Administrative Code	Title
3301.071	Standards for teacher certification in nontax-supported and non-chartered, nontax supported schools
3301.0714	Guidelines for statewide education management information system
3301-24-06 to 3301-24-08	Professional development, Provisional License Renewal; Professional or associate license renewal
3301-25	Educational Aide Permits
3301-35-12(A)(2)(b)	Chartered nonpublic schools; hiring
3302.032	Measure of student success in meeting physical education benchmarks and school compliance with related provisions
3302.034	Adoption of additional performance measures
3313.60	Prescribed curriculum

3319.01	Superintendent of an educational service center-appointment and duties
3319.01-3319.99	Chapter 3319: Schools-Superintendents; Teachers; Employees
3319.02	Assistant superintendents and other administrators
3319.074	Professional qualifications of teachers
3319.11	Continuing service status – limited contract – notice of intent not to re-employ
3319.111	Applicability of section; evaluating teachers o limited contracts
3319.112	Standards-based state framework for the evaluation of teachers
3319.22	Standards and requirements for educator licenses-Local professional development committees
3319.221	School nurse and school nurse wellness coordinator
3319.222	Effect on certificates issued before change in law
3319.223	Ohio teacher residency program
3319.26	Alternative educator licenses
3319.39, 3319.391, 3319.392	Criminal records check
3326.13	Qualifications and licensure of teachers
4112.02	Unlawful discriminatory practices
3301-24-06	Professional development