

3301-35-05 Faculty and staff focus		
Section	Summary	
(A) Credentialed and classified staff shall be recruited, employed, assigned, evaluated and provided professional development without discrimination on the basis of age, color, ancestry, national origin, race, gender, religion, disability, or veteran status.	All staff shall complete a hiring process that ensures valid credentials and supported with appropriate BCI results. Evaluations shall meet requirements. Regular Classroom size 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 vision and strategic plans. Scheduled team and planning time shall 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 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.	



The items that are highlighted in green and blue are items that may need to be edited since the ORC has been revised or repealed.

3301-35-05 Faculty and staff focus				
3301-35-05(A)				
Section	Items	Summary	Samples	
(A) Credentialed and classified staff shall be recruited, employed, assigned, evaluated and provided professional development without	(1) Each credentialed staff member shall hold the appropriate credentials for his/her assigned position in accordance with section 3301.071 or Chapter 3319. of the Revised Code and rules adopted by the state board of education for teacher preparation and licensure. 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 certificate for position.  New teachers to the profession must complete the credentialing process	Credentials on file;  Documentation for following Resident Teacher Practices	
discrimination on the basis of age, color, ancestry, national origin, race, gender, religion, disability, or	(2) As part of the employment process, a school district or school shall conduct criminal records checks on applicants pursuant to sections 3319.39and 3319.391 of the Revised Code and rules 3301-20-01 and 3301-20-03 of the Administrative Code.		BCI/FBI Background checks on file	
veteran status.	(3) 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 as defined in section 3317.023 of the Revised Code. School districts receiving funds under section 3317.029 of the Revised Code must comply with the teacher-student ratios and other requirements of that statute.  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. Said ratio shall be calculated in accordance with sections 3317.02 and 3317.023 of the Revised Code.	K-12 District Average; 1 teacher to 25 students in regular education classes  K-4 District Average; 1 teacher to 25 students regular education classes	Classroom rosters; Local School board Policy; Negotiated Agreements between teacher unions and Local School Boards	



(4) A minimum of five full-time	Educational Service	EMIS reports;
equivalent educational service	Personnel-Five of	District/School
personnel shall be employed district-	Eight Rule;	Staff Rosters
wide for each one thousand students in	For every 1000	
the regular student population as	students, the district	
defined in section 3317.023 of the	must employ 5 Full	
Revised Code. Educational service	Time of 8 positions	
personnel shall be assigned to at least	·······	
five of the eight following areas:	Guidance Counselors,	
counselor, library media specialist,	Library Media	
school nurse, visiting teacher, social	specialist,	
worker and elementary art, music and	School Nurse,	
physical education. Educational service	Visiting Teacher,	
personnel assigned to elementary art,	Social Worker,	
music and physical education shall hold	Elementary Art,	
the special teaching certificate or multi-	Elementary Music,	
	Elementary PE	
age license in the subject to which they are assigned. School districts receiving	Elementary PE	
the school nurse wellness coordinator		
factor and school district health		
professional factor funds pursuant to		
section 3306.06 of the Revised Code		
shall give preference to hiring licensed		
school nurses.	45 11 7 2 2 1	51.41C D:
(5) Every school shall be provided the	1 Full Time Principal	EMIS; District
services of a principal, and every school	for every 15 Full Time	And School Staff
with fifteen or more full-time	Equivalent Classroom	Rosters
equivalent classroom teachers shall be	Teacher;	
assigned the services of a full-time	No Principal is	
principal. No principal shall be assigned	assigned to two	
to more than two schools.	schools	_
(6) Credentialed staff shall be evaluated	ORC 3319.112	Observations
in accordance with law applicable to	Ohio Teacher	and Evaluations
their positions, including, but not	Evaluation System,	on File;
limited to, sections 3319.01, 3319.02,	Ohio Principal	
3319.11 and 3319.111 of the Revised	Evaluation System	
Code. Evaluation systems should align		
with state models and the Ohio		
educator standards		
(education.ohio.gov).		
(7) Classified staff shall be evaluated at	Classified Staff	Local School
regular intervals. Evaluation results	Evaluation process	Board Policy;
shall be discussed with the classified		Negotiated
staff in evaluation conferences.		Agreements
(8) Data shall be used to determine the	District MUST provide	Planning tools:
amount and nature of faculty and staff	PD: Use of	Student data,
professional development necessary to	District/School vision,	Curriculum data,
implement the school district's vision,	student performance	Staff feedback,



	mission, and strategic plan.	data, staff data to	and alignment
	Professional development planning	determine PD	of data to
	may include the identification of	planning and	district/school
	observable and measurable staff	providing programs;	Strategic Plans
	learning outcomes, the individual or	Use of monitoring	
	group needs of faculty and staff to	practices to determine	<b>Effectiveness</b>
	develop or improve the knowledge and	implementation and	tools:
	skills necessary to address personalized	quality of PD.	Feedback
	and individualized student learning		surveys,
	needs, a focus on closing the gap		Walkthroughs,
	between student performance and the		student
	expectations for student performance,		performance
	and identification of the resources		data
	necessary to support the professional		
	learning outcomes, follow-up and		
	evaluation. 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 pursuant to sections		
	3319.22 and 3319.222 of the Revised		
	Code and rules 3301-24-06 to 3301-24-		
	08 and Chapter 3301-25 of the		
	Administrative Code.		
	(9) Teachers shall be provided sufficient	Time in daily schedule	Grade Level
	time for designing their work,	for teachers to:	team meetings;
	evaluating student progress,	Plan lessons, evaluate	Department
	conferencing, and team planning. Time	student work,	Meetings; IEP
	shall be established for teachers to	conference, work with	meetings;
	pursue collaborative planning for the	a team of teachers:	conferences
	development of lesson plans,	(collaborative	with
	professional development, and shared	planning practices)	administration
	learning. The schedule of full-time		and/or parents;
	equivalent classroom teachers assigned	Full Time Teachers = 6	
	to a school with a teacher day of six	hours or longer	
	hours or longer, excluding the lunch	excluding lunch time	
	period, shall include two hundred		
	minutes per week for these purposes.	200 minutes/week	
ff shall compl	ete a hiring process that ensures valid cred	dentials and supported w	ith appropriate

All staff shall complete a hiring process that ensures valid credentials and supported with appropriate BCI results. Evaluations shall meet requirements. Regular Classroom size 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 vision and strategic plans. Scheduled team and planning time shall be provided for teaching staff.



3301-35-05(B)			
Section	Items	Summary	Samples
(B) The school	(1) The organizational design of the	Collaborative Team	Team schedules
district or school	school district or school shall promote	supports for a variety	and agendas
shall maintain an	communication, cooperation, and the	of shared	
environment that	sharing of knowledge and skills across	responsibilities	
supports	work functions, units and locations.		
personal and	(2) All staff shall know and demonstrate	Staff Align work to the	Documentation
organizational	knowledge of and commitment to the	school/district	of this ongoing
performance	school district and school vision,	strategic plans	practice;
excellence by	mission, philosophy, goals, objectives,		agendas,
allowing	strategic and continuous improvement		minutes,
credentialed and	plans, and performance expectations		alignment
classified staff	and results.		documents
the opportunity	(3) The school district or school shall	Monitor and evaluate	Data collections
to develop and	continually evaluate its work	the effectiveness of	to drive
use their full	environment and improve it to support	practices	decisions
potential to	school district, school and student		
achieve school	goals.		
district and	(4) All licensed educators and other	PD offered by	PD plans,
school objectives.	school district staff shall engage in	school/district aligns	schedules and
	professional development that aligns	with educator	lists
	with the Ohio educator standards	standards	
	(education.ohio.gov).		
	(5) Faculty and staff shall strive to	Create a culture and	Positive
	create and maintain an environment of	climate appropriate	Intervention
	encouragement, trust and mutual	for student success	System;
	commitment to school district and		Communications
	school goals.		process;
			stakeholder
			feedback
			practices
	(6) Faculty and staff shall work within a	School Environmental	Documents on
	healthy, safe environment and help	Health and Safety	file from Local
	maintain and improve a healthy, safe	AND Fire and Safety	Health and Fire
	environment conducive to student	Reviews have	Inspections
	learning and performance excellence.	appropriate results.	
The District/School shall provide a positive, supportive and safe school environment so all staff can			

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.

The items in the orange highlight need to be added due to missed numbering on the original.