

Connecting Concerns to Performance Evaluations & Improvement Plans for Administrative Positions

Audience: Superintendents, assistant superintendents,
HR Directors, Building Administrators



MEETING DATE

October 14, 2025
or
February 10, 2026



TIME

1:00 PM - 3:00 PM



LOCATION

ESC of Northeast Ohio
Essex Place
6393 Oak Tree Blvd.
Independence, 44131

It is often difficult to merge concerns about an employee's work with an eventual performance evaluation and possible improvement plan. This is generally because concerns with work performance are not addressed in a timely manner. Many employers hope that their concerns will fade away after experience and time have an effect on the employee's work product and/or productivity. In many cases, these concerns become ongoing, underlying issues that are a constant source of discomfort and negativity. If not addressed appropriately, and in a timely manner, the deadline for termination may be missed, and the opportunity to hire a more suitable employee disappears.

Learning how to write a clear and concise Concern/Suggestion letter is key to alerting the employee that there are serious issues with their work.



FACILITATOR

Dr. Laura Hebert
Director of Leadership
Services
ESC of Northeast Ohio

October 14, 2025
*Register **HERE***

February 10, 2026
*Register **HERE***

Advance registration is requested

www.escneo.org

Professional Development/
Calendar of Events