

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

### (JOB DESCRIPTION)

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Experience in teaching and administration totaling at least 10 years.
2. An earned master's degree with a major in educational administration, preferably completion of one year of graduate work beyond the master's degree.
3. A valid Superintendent's certificate issued by the State of Ohio.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the District

JOB GOAL: To lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in the District may be provided a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all District facilities, property, and funds, so that they have the greatest possible positive impact upon each individual student's education.

### PERFORMANCE RESPONSIBILITIES

1. The Superintendent shall be the chief executive officer for the Board. He shall exercise general supervision over all the public schools and all public school employees shall be directly responsible to him.
2. Attends all meetings of the Board and keeps the Board informed of conditions of the schools under his supervision.
3. Makes recommendations for appointment, promotion, demotion, and discharge of all school personnel.
4. Makes such assignments, re-assignments, and transfers as are in his professional judgement necessary to secure the highest efficiency of the entire staff.
5. Directs staff negotiations with professional and classified personnel.
6. Represents the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
7. Files, or causes to be filed, all reports required by State regulation or local school policy.
8. Prepares a budget, with the assistance of the Treasurer and other staff members, annually for consideration by the Board. Administers the budget as approved by the Board, acting at all times in accordance with legal requirements and adopted policies of the Board.
9. Prepares the annual appropriations resolutions, with the assistance of the Treasurer and other staff members and directs all expenditures within.

10. Acts as purchasing agent for the District and has the authority to purchase all supplies and equipment under the regulations of the Board.
11. Establishes and maintains efficient procedures and effective controls for all expenditures of District funds. Has final review of all purchase orders issued in the District.
12. Directs studies and planning related to school organization, attendance area boundaries, and school plant requirements and administers all building programs of the District.
13. Establishes and maintains a program of public relations to keep the public informed of the activities and needs of the District, effecting a wholesome and cooperative working relationship between the schools and the community.
14. Interprets for the staff and implements all Board policies and State laws relevant to education.
15. Reports to the Board such matters as deemed essential to the understanding and proper management of the schools or as the Board may request.
16. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; receives from employees all communications to be made to the Board.
17. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in textbooks and time schedules to be used in the schools.
18. Supervises methods of teaching, supervision, and administration in effect in the schools.
19. Has final authority for placement of students in grade level, classification, and advancement of student.
20. Provides an appropriate in-service education program for the staff.
21. Has charge of the operation and the maintenance of the buildings, grounds, and equipment of the schools.
22. Makes recommendations to the Board concerning the transportation of students in compliance with law and the requirements of safety.
23. Proposes new policies to the Board for adoption as necessary.
24. Conducts a continuous evaluation of the progress and needs of the schools and keeps the Board informed.
25. Attends local, State, and national conferences, workshops, and meetings as are necessary to keep abreast of latest educational trends.
26. Conducts regular district administrative meetings.
27. Maintains a complete and up-to-date inventory of textbooks, equipment, materials, furniture, etc.
28. Prepares an annual calendar for the adoption by the Board.
29. Assumes any authority or performs any duty which a particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of and action by the Board.
30. Makes rules and regulations regarding routine matters which have not been specifically provided for in rules and regulations of the Board.
31. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT: Twelve months a year.

[Adoption date: August 6, 1991]

LEGAL REF.: ORC 3319.01