

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as the District's chief executive officer; administer, supervise, direct and evaluate the District's educational system

Essential Functions:

1. ensure safety of students
2. perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment and transfer, communicate personnel matters to employees, evaluate staff, provide in-service education to staff and maintain personnel files on current employees
3. direct staff negotiations
4. file state and local required reports
5. assist in preparation of annual budget for the Board to consider
6. assist in preparation of an annual appropriations resolution
7. act as the District's purchasing agent
8. establish and maintain a public relations program to inform the public of the District's activities and needs
9. recommend courses of study, curriculum guides and changes in texts and time schedules to the Board
10. supervise teaching, supervision and administration methods
11. propose new policies to the Board
12. continually evaluate the District's progress and needs
13. conduct regular District administrative hearings
14. prepare an annual school calendar for Board adoption
15. delegate duties to other staff members
16. prescribe rules for the classification and advancement of students
17. make Board recommendations about student transportation in accordance with law and safety requirements

18. recommend the location and size of new school sites and additions to existing sites
19. represent the Board as liaison between the District and the community
20. inform the Board about the educational system as well as local, state and national issues affecting education
21. prepare and distribute an agenda to Board members prior to each regular meeting
22. take immediate action in cases of calamity, acts of nature or other emergencies
23. maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.
24. make contacts with the public with tact and diplomacy
25. interact in a positive manner with staff, students and parents
26. attend meetings and in-services as required

Other Duties and Responsibilities:

1. act as liaison between employees and the Board
2. attend local, state and national conferences
3. approve vacation schedules for salaried District employees
4. supervise the purchase and distribution of textbooks, workbooks and other educational materials
5. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. instill in students the belief in and practice of ethical principles and democratic values
7. respond to routine questions and requests in an appropriate manner
8. perform other duties as assigned

Qualifications:

1. valid superintendent's certificate issued by the State of Ohio
2. master's degree with a major in educational administration, preferably with completion of one year of graduate work beyond the master's degree
3. experience in teaching and administration totaling at least five years
4. valid driver's license
5. alternatives to the above qualifications as the Board may find appropriate

Required Knowledge, Skills and Abilities:

1. ability to communicate ideas and directives clearly and effectively, both orally and in writing
2. effective, active listening skills
3. ability to work effectively with others
4. organizational and problem-solving skills
5. ability to organize and compile data for various state and federal reports
6. extensive knowledge of school finance
7. ability to recommend additions and/or changes to curriculum appropriate to students' needs
8. ability to handle a multitude of tasks simultaneously and in a timely manner
9. ability to handle constant pressure and substantial amounts of stress
10. ability to supervise a variety of jobs and positions
11. strong visionary and leadership skills
12. ability and confidence to make decisions based on the best interest of students

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone
6. motor vehicle

Additional Working Conditions:

1. frequent travel
2. frequent evening and/or weekend work
3. lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
8. occasional operation of a motor vehicle under inclement weather conditions

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Board President

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Superintendent's Signature

Date

[Adoption date: August 14, 2001]

LEGAL REF.: ORC 3319.01