

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT/CEO

Title: Superintendent/CEO

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: The Superintendent/CEO of Schools is the chief executive and administrative officer of the Board. The Superintendent/CEO reports directly to the Board, has all powers and duties imposed upon the office by statute, and has all executive and administrative powers and duties in connection with the overall operation of the schools which are not required by statute to be exercised directly by the Board or by some other officer. The Superintendent/CEO exercises leadership through school administrators who comprise the Leadership Team.

Major Policy Responsibility: The Superintendent of Schools/CEO initiates and recommends policies for approval by the Board and develops policies recommended by the Board. Following approval of policies by the Board, the Superintendent/CEO is responsible for implementing policies and ensuring that the overall operation of the schools adheres to established Board policies. The Superintendent/CEO shall affect the position responsibilities by delegating, at his/her discretion, said responsibilities to assistants and subordinates with the knowledge that the delegation or power or duty does not relieve the Superintendent/CEO of final responsibility for the action taken under such delegation.

Key Functions:

- A. Vision, Continuous Improvement and Focus of District Work: The Superintendent/CEO shall establish a vision, expect continuous improvement, and develop a focused plan for achieving district goals. Effective superintendents facilitate the establishment of a vision for their districts. They articulate this vision clearly, creating a description of what the district can become. This vision drives the district's work.

Representative Elements:

1. Develop a shared vision for the district.
2. Expect, model, and support the effective collection and use of data.

3. Create and execute a coherent district plan with a limited, achievable number of goals and objectives.
4. Implement the district plan, including Ohio Improvement Process (OIP) where applicable, and monitor the strategies and activities for achieving the goals and objectives.
5. Communicate the district's vision, goals, and focused plan.
6. Engage the Board and key staff in a process that identifies objectives and all elements and processes involved.
7. Provide regular, monthly and year-end reports on progress.

B. Communication and Collaboration: Effective superintendents have processes in place to:

1. facilitate communication and collaboration with the board of education and the district Treasurer/CFO,
2. establish and maintain effective relationships with school personnel, and
3. engage the external community.

Effective superintendents recognize the importance of involving multiple stakeholders to inform decision making, communicate processes and celebrate accomplishments. To gain and maintain support for these improvement efforts and to sustain the focus on the goals, effective superintendents must communicate effectively with staff and stakeholders.

Representative Elements:

1. Demonstrate competent communication with all stakeholders.
2. Design, implement and manage an effective district communications infrastructure.
3. Communicate effectively and openly, demonstrating a willingness to collaborate with the board of education, the Treasurer/CFO, district staff members and external stakeholders.
4. Keep the public and staff informed about current educational practices and trends, policies, progress, and challenges in the District's schools.
5. Assess student, staff and public attitudes and expectations pertaining to school matters.
6. Promptly respond to stakeholder concerns.
7. Execute activities that build and sustain positive stakeholder engagement.
8. Establish rapport with the media.
9. Promote understanding, appreciation and use of the community's diverse social, cultural, and intellectual resources.

C. Policies and Governance: Effective superintendents identify, prioritize, recommend and follow policies and governance procedures that maintain a focus on the central goal — ensuring the success of all students. Effective superintendents ensure the success of every child and recommend and enforce policies and governance practices accordingly.

Effective superintendents value the importance of an effective working relationship with the board and enlist the board's support for district goals.

Representative Elements:

1. Review, develop and recommend policies for the district.
2. Implement, communicate and continuously assess policies and practices.
3. Identify and respond to societal and educational trends that affect the district and community.
4. Advocate for all children and families.
5. Model and expect professional conduct.
6. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to ensure the making of informed decisions.
7. Prepare the agenda for Board meetings, in consultation with the President; attend and participate in all meetings of the Board and its committees, except when his/her own employment or salary is under consideration; and participate in all Board deliberations, without voting power.
8. Perform other duties as assigned by the Board of Education.

- D. Instruction: The Superintendent/CEO leads the creation of instructional systems designed for high student achievement. The Superintendent/CEO shall place a primary focus on improving instruction and enhancing student learning. As an instructional leader, the Superintendent/CEO shall create a district culture that supports effective data-based decision making at all levels of the system. The Superintendent/CEO shall work with district and building administrators to identify, collect, analyze, and use relevant data to identify strengths to sustain improvements and to address weaknesses. The Superintendent/CEO shall promote, support and use research-based best practices for curriculum design and instruction.

Representative Elements:

1. Require district-wide use of established curricula and related instructional materials.
2. Ensure the development and effective delivery of high-quality, standards-based instruction.
3. Set expectations for and guide the creation of a comprehensive academic assessment system for the district.
4. Ensure that the district curriculum, instruction, and assessment program are designed to provide full access and opportunity to all students consistent with available resources and legal mandates.
5. Provide, for all staff, high-quality professional development aligned with district, state and applicable national standards.
6. Promote the use of effective and appropriate technologies to support teaching and learning.

- E. Resources: Effective superintendents intentionally focus all resources in support of district goals for instruction and achievement. Superintendents take actions to achieve district goals. They support individuals at all levels in the district and assume that the central office is a support and service organization for the schools. Effective superintendents organize the district to provide leaders with appropriate authority within their schools to make decisions and to implement initiatives.

Representative Elements:

1. Recruit, develop, evaluate and retain quality employees and oversee human resource management.
2. Organize calendars and schedules focused on district goals.
3. Manage and prioritize fiscal resources in accordance with district goals.
4. Identify and equitably allocate materials and technology to support district goals.
5. Oversee the district's facilities and operations.
6. Assign and transfer employees as the interest of the District may dictate.
7. Provide and implement a plan of assessment and evaluation for employees of the District.
8. Collaborate with the Treasurer/CFO to provide a process for the creation of the annual budget/appropriation resolution and recommend it to the Board for approval.
9. Collaborate with the Treasurer/CFO to recommend to the Board tax millage needed to maintain the District's educational programs and provide information and input to tax levy campaigns.
10. Collaborate with the Treasurer/CFO to ensure adherence to Board Policy regarding bidding, purchasing and accounting procedures that are cost effective and efficient.
11. Collaborate with the Treasurer/CFO to provide appropriate regulations for the use and care of school properties.
12. Oversee the transportation of students, the provision of food and health services, as required by state statute.

Qualifications:

1. Possess a master's degree and a valid superintendent's certificate issued by the State of Ohio.

Working Conditions:

1. To be determined based on local expectations.

[Adoption date: August 14, 2001]

[Re-adoption date: February 10, 2014]

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