

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: Serves as district's chief executive officer: administer, supervise, direct, and evaluate 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 and appropriations resolution for Board to consider
6. Act as district's purchasing agent
7. Establish and maintain public relations program to inform public of district's activities and needs.
8. Recommend courses of study, curriculum guides, and changes in texts and time schedules to Board
9. Supervise teaching, supervision, and administration methods
10. Propose new policies to the Board
11. Continually evaluate district's progress and needs
12. Conduct regular district administrative hearings
13. Prepare annual school calendar for Board adoption
14. Delegate duties to other staff members
15. Prescribe rules for classification and advancement of students
16. Make Board recommendations about student transportation in accordance with law and safety requirements
17. Recommend location and size of new school sites and additions to existing sites
18. Represent Board as liaison between district and community
19. Inform Board about educational system as well as local, state, and national issues affecting education
10. Prepare and distribute agenda to Board members prior to each regular meeting
21. Take immediate action in cases of calamity, acts of nature, or other emergencies
22. Maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Essential Functions: (continued)

23. Make contacts with public with tact and diplomacy
24. Interact in positive manner with staff, students, and parents.
25. Attend meetings and in-services as required.

Other Duties and Responsibilities:

1. Act as liaison between employees and Board
2. Attend local, state, and national conferences
3. Approve vacation schedules for salaries district employees
4. Supervise the purchase and distribution of textbooks, workbooks, and other educational materials.
5. Serve as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. Instill in students belief in and practice of ethical principles and democratic values
7. Respond to routine questions and requests in appropriate manner
8. Perform other duties as assigned

Qualifications:

1. Valid superintendent's license issued by state of Ohio
2. Master's degree with major in educational administration, preferably with completion of one year of graduate work beyond master's degree
3. Experience in teaching and administration totaling at least five years
4. Valid driver's license
5. Alternatives to above qualifications as Board may find appropriate

Required Knowledge, Skills, and Abilities:

1. Communicate ideas and directives clearly and effectively, both orally and in writing
2. Effective, active listening skills
3. Work effectively with others
4. Organizational and problem-solving skills
5. Organize and compile data for various state and federal reports
6. Extensive knowledge of school finance
7. Recommend additions and/or changes to curriculum appropriate to student's needs
8. Handle multitude of tasks simultaneously and in timely manner
9. Handle constant pressure and substantial amounts of stress
10. Supervise variety of jobs and positions
11. Strong visionary and leadership skills
12. Confidence to make decisions based on the best interest of students

Equipment Operated:

1. Computer/printer
2. Calculator
3. Copy machine

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Equipment Operated: (continued)

4. Fax machine
5. Telephone

Additional Working Conditions:

1. Communicate ideas and directives clearly and effectively, both orally and in writing
2. Frequent evening and/or weekend work
3. Requirement to lift, carry, push, and pull various items
4. Repetitive hand motion, e.g., computer keyboard, calculator, typewriter
5. Occasional exposure to blood, bodily fluids, and tissue
6. Occasional interaction along 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

NOTE: The above 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/appoint 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 the position.

Signature

Date

Legal Reference: ORC 3319.01; 3319.22

Cross Reference: CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent
CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority

Adopted by Board: May 29, 1980

Revised by Board: November 9, 2006