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ADMINISTRATION GOALS

Proper administration of the schools is essential to a successful educational program. The general purpose of the District's administration will be to coordinate and supervise the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board will rely on the Superintendent to provide the professional leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all departments and all schools are part of a single system guided by Board policies which are implemented through the Superintendent.

The Superintendent and the administrative staff will have the authority and responsibility necessary for their specific administrative assignments. Each administrator will also be accountable for the effectiveness with which the administrative assignments are carried out. The Board will be responsible for clearly specifying its requirements and expectations of the Superintendent and for holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying the Board's requirements and expectations for all other administrators and for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the District will be:

1. to manage the District's various departments and programs effectively;
2. to provide professional advice and counsel to the Governing Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each and recommending a selection from among the alternatives;
3. to implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as:
 - A. providing leadership in keeping abreast of current education developments;
 - B. arranging for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
 - C. coordinating cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
 - D. providing access to the decision-making process for the ideas of staff, students, parents and others.
4. to develop an effective program of evaluation which includes every position, program and facility in the District and
5. to develop and use a team management approach.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

CROSS REFS.: AF, Commitment to Accomplishment
CD, Management Team
GCL, Certificated Staff Development Opportunities
GDL, Classified Staff Development Opportunities

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
JOB DESCRIPTION

Title: Superintendent
Reports To: Governing Board
Employment Status: Full-time
FLSA Status: Exempt

QUALIFICATIONS

1. Master's degree.
2. Valid Ohio superintendent's certificate.
3. Three (3) or more years of experience as a public school administrator.
4. Seven (7) or more years of public school teaching experience.
5. Must possess a valid Ohio driver's license.
6. Must pass criminal background check.

GENERAL DESCRIPTION

Under administrative direction of the Board, acts as Executive Officer of the Southern Ohio Educational Service Center Governing Board, follows statutory duties, exercises authority provided by law and implements policies enacted by the Board.

ESSENTIAL FUNCTIONS

1. Acts as the chief executive and administrative officer of the Board and shall have all executive and administrative powers and duties in connection with conduct of the District which are required by statute to be exercised directly by the Board or by some other officer.
2. Attends all meetings of the Board and is granted the privilege of taking part in its deliberation but not of voting.
3. Recommends to the Board an administrative organization and plan for the efficient operation of the school system.
4. Acts as the administrative head of all departments of the District and is responsible to the Board for its efficient management.
5. Develops, recommends, and maintains accountability for District planning and evaluation (management goals and objectives).
6. Appoints, assigns, transfers, promotes, demotes or suspends employees of the Board and, where applicable, subject to the limitations of the law and approval of the Board.

7. Supervises and provides for evaluation of all District staff except the Treasurer.
8. Maintains programs based on the needs of client school districts, on developments of education, and facilities development of needed collaborative programs.
9. In cooperation with appropriate committees of teachers, principals, and supervisors, selects and recommends for adoption to the Board all textbooks, equipment and supplies used in the local school districts.
10. Works with the Treasurer to prepare an annual budget, the annual appropriation resolution, and spending plan for presentation for Board action.
11. Sees that all policies of the Board are enforced, recommends appropriate Board policies for their consideration, and shall make any supplemental guidelines not contrary to the policies of the Board as necessary for the proper conduct and management of the school.
12. Devotes time to the study of the District by keeping acquainted with educational practices; this shall include visiting and attending other schools, communities, and educational meetings.
13. Conducts local superintendent's and such other meetings as needed on a periodic basis.
14. Oversees the District's public relations program and works cooperatively with staff and local district personnel.
15. Facilitates and participates as appropriate in scheduled evening and extended day activities that have a direct relationship with the Superintendent's duties.
16. Ensures that all reports required by law or requested by the Board are properly prepared and filed.
17. Coordinates the preparation of the agenda for all regular and special Board meetings.
18. Maintains valid Ohio superintendents certificate and a valid Ohio driver's license.
19. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

1. Acts as professional advisor to the local school districts, and does all in his/her power to promote the general welfare of the schools in the Governing District.
2. Attends seminars, workshops, conferences, and related educational course work to maintain current knowledge of advances and improvements in educational programs.

3. Performs all duties in conformity to the adopted Principles of Service.
4. Displays professional appearance.
5. Performs other duties as assigned by the Governing Board.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Board policies and procedures; Ohio Revised Code as it pertains to the District; State and Federal regulations and procedures; supervision; personnel and program evaluation procedures; public relations; educational plans; facility planning; State funding procedures; budgets; accounting; and staffing patterns.

Skill in: computer.

Ability to: interpret local, State, and Federal regulations and procedures; supervise; evaluate; discipline employees; plan and develop educational plans; communicate effectively; develop budget and appropriations; assign staff; prepare agendas; prepare reports; and maintain accurate records.

EQUIPMENT OPERATED

Computer.

TERMS OF EMPLOYMENT

As per the District's Governing Board Policy Manual.

PERFORMANCE EVALUATION

As per the District's Governing Board Policy Manual.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Governing Board.

[Adoption date: May 26, 1998]

[Update: May 23, 2006]

LEGAL REF.: ORC 3319.01

INCAPACITY OF SUPERINTENDENT

The Board is obligated to provide the District with sound management in all areas. As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the public schools.

Should the Superintendent become incapacitated, the Board will appoint a Superintendent Pro Tempore. The appointment will be made by a majority vote of the Board and only after the conditions relating to incapacity are met.

The Superintendent Pro Tempore shall perform all the duties and functions of the Superintendent and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Superintendent.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16

INCAPACITY OF SUPERINTENDENT

It is the legal duty of the Board to appoint a Superintendent Pro Tempore by a majority vote of the members of the Board upon determination that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of his/her office.

The Board shall fix the compensation of the Superintendent Pro Tempore who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner. He/She shall perform all of the duties and functions of the Superintendent, and may be removed at any time by a two-thirds majority vote of the members of the Board. The Board will exercise its authority under law to determine the incapacity of the Superintendent in the following manner:

1. at the request of the Superintendent, if the Superintendent is absent without pay by reason of personal illness, injury or exposure to contagious disease which could be communicated to others and
2. upon certification of a physician selected and compensated by the Board.

If the Board determines that the Superintendent is unable to perform the duties of his/her office, he/she may, at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.

The Superintendent shall, upon request to the Treasurer of the Board, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service, and upon the determination that the Superintendent is able to resume his/her duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and shall have the same rights in such hearing as are granted under Section 3319.16, Revised Code.

(Approval date: September 20, 1994)

(Re-approval date: May 26, 1998)

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

The Board vests the primary responsibility for the administration of this District in the Superintendent. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent as chief executive officer and fix his/her salary and term of office which may be no more than five years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent. It may be aided in this task by a committee of Board members; the services of professional consultants; the counsel of the retiring superintendent and the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. the preparation of a written job specification for the position of Superintendent;
2. preparation of written specifications of qualification (in addition to proper state certification);
3. preparation of informative material describing this District and its educational goals;
4. where feasible, the opportunity for applicants to visit the schools of this District;
5. the requirement that each serious candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
6. solicitation of applications from a wide geographical area and
7. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this District unless he/she has signed an employment contract with the Board. Such contract shall include:

1. the term for which employment is contracted, including beginning and ending dates (said term shall not exceed five years);
2. the salary which the Superintendent shall be paid and the intervals at which he/she shall be paid and
3. the benefits to which he/she is entitled, including vacation.

[Adoption date: September 20, 1994]
[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3319.01
OAC 3301-21-07

SUPERINTENDENT'S CONTRACT/COMPENSATION AND BENEFITS

The appointment of the Superintendent will be secured through a written agreement, stating the terms of the contract. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

The Superintendent will be appointed for a term not to exceed five years. The term will commence on August 1 and continue through July 31 of the year in which the contract expires; however, the contract may be renewed in the year immediately preceding its expiration.

Salary and benefits will be determined by the Board at the time of the appointment and will be reviewed by the Board each year.

If at any time, in the opinion of the majority of Board members, the Superintendent's services are considered unsatisfactory, he/she will be notified and shall be given an opportunity to correct the deficiencies.

If the Board intends to nonrenew the Superintendent's contract, notice in writing of the intended nonrenewal will be given to the Superintendent on or before March 1 of the year in which the contract expires.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3319.01; 3319.12

CROSS REF.: CBAA, Incapacity of Superintendent

EVALUATION OF THE SUPERINTENDENT

The Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall, no later than the beginning of the school year in the final year of his/her contract, evaluate the performance of the Superintendent. Such evaluation shall include an assessment of both the Superintendent's strengths and weaknesses; the working relationship between the Board and the Superintendent; the Superintendent's relationship to staff, students, community; the Superintendent's personal professional growth; the articulation and implementation of the Superintendent's educational philosophy; the climate of confidence and sense of purpose evidenced at every level in the District.

Each evaluation of the Superintendent shall be preceded by a statement of those standards by which performance shall be measured. Such standards shall include a description of the Superintendent's duties and responsibilities, the Superintendent's own self-analysis and consideration of objective data regarding student welfare.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3319.01

CROSS REF.: CBA, Qualifications and Duties of the Superintendent

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that the legislation of policies is the most important function of the Board and that the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program and keeping the Board informed about school operations and problems.

The Board will strive to procure the best professional leader available as its Superintendent of Schools. The Board, as a whole and as individual members, will:

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. act in matters of employment or dismissal of school personnel only after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when his/her contract and/or salary is under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

ADMINISTRATIVE ORGANIZATIONAL PLAN

The organization of this District shall be designed to meet the objectives set by the Board, ensure clear lines of authority and responsibility, and define each position with clarity.

The Superintendent shall be the chief executive officer of the District. The Superintendent shall define and establish those administrative positions required to implement the educational system and program established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with state law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled operational staff is essential to the effective performance of any system, and it is the Board's intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their contribution to the District and approved on the specific conditions of the stated contract or agreement.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

ORGANIZATIONAL CHART

MACFLOW

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Board wishes the Superintendent to maintain close liaison with the staff to ensure that all District problems are timely addressed and all suggested benefits timely reviewed for application.

To serve the foregoing purpose, the Superintendent is authorized to establish such committees of staff members as he/she may feel is advisable.

No committee established under the terms of this policy may be delegated the decision-making authority that rests with the Superintendent or Board, and all committee reports shall be advisory only.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

POLICY IMPLEMENTATION

The Superintendent has the responsibility for carrying out, through regulations, the policies established by the Board.

The policies developed by the Board and the regulations developed to implement policy will be designed to promote an effective and efficient school system. It is expected that all Board employees and students will follow all Board policies and regulations.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These regulations and detailed arrangements will constitute the regulations governing the school. They must be consistent with the policies adopted by the Board.

The Board itself will formulate and adopt regulations only when required by law or when the Superintendent recommends Board adoption because of strong community attitudes and/or probable staff reaction.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

When appropriate, the Board will review regulations developed by the administration to implement policy. The Board will revise or veto such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Regulations need not be approved by the Board in advance of issuance, except as required by state law or in cases when strong community attitudes or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval. The Board's approval of regulations will be accomplished by the same procedure established for the adoption of policies.

Before issuance, Districtwide regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in the manual will be considered approved, provided they are in accordance with the accompanying Board policy.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHC, Regulations Dissemination

REGULATIONS DISSEMINATION

Districtwide regulations will be appropriately coded and included as regulations in the Board's policy manual, which will be available at the Board offices and in each school building.

The Superintendent will devise a means for disseminating particular regulations, prior to their effective dates, to the staff members, students and/or members of the public who are directly affected by them.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHB, Board Review of Regulations (Also BFCA)

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules may be known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as found necessary.

It is essential that the contents of all handbooks conform with Districtwide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the District. Therefore, the Board expects all handbooks to be approved prior to publication by the Board.

The Board reviews and approves the handbooks in order that the contents may be accorded legal status of Board-approved policy and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: May 26, 1998]

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board; however, the Superintendent will not be free to act when the action involves a duty of the Board, which by law cannot be delegated.

In each case, the Superintendent will present the matter to the Board for its consideration at its next meeting.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REF.: ORC 3313.20

ADMINISTRATIVE REPORTS

The Board may require reports from its executive officer concerning conditions and needs of the schools.

Upon the receipt of the Superintendent's and other administrative reports, the Board will take steps to appraise the effectiveness of the District.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

[Update: May 23, 2006]

LEGAL REFS.: ORC 3317.061; 3317.11; 3317.14
3319.04; 3319.32; 3319.33; 3319.37
3321.12
3327.012

SCHOOL DISTRICT ANNUAL REPORT

The Board shall issue a District annual report as required by state regulations, beginning with FY 1998.

The format of the report will be designed by the administrative staff.

The content of the report will conform to state guidelines. The report will be made available to all public school districts and made available to business and community residents.

[Adoption date: September 20, 1994]

[Re-adoption date: May 26, 1998]

LEGAL REFS.: ORC 3313.94
3315.07
3319.04; 3319.32; 3319.33
OAC 3301-11-01 thru 3301-11-06

CROSS REF.: CL, Administrative Reports