



Fairfield Local School District
It's a great day to be a Lion!

Book Policy Manual

Section SECTION C: GENERAL SCHOOL ADMINISTRATION

Title Qualifications and Duties of the Superintendent

Code CBA

Status Active

Adopted October 25, 2004

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 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 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
20. 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.
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 salaried 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 certificate 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 students' 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
4. fax machine
5. telephone

Additional Working Conditions:

1. frequent travel
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 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

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.

Signature

Date



Book	Policy Manual
Section	SECTION C: GENERAL SCHOOL ADMINISTRATION
Title	Evaluation of the Superintendent
Code	CBG
Status	Active
Adopted	October 25, 2004

The Board evaluates the performance of the Superintendent 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.

Through evaluation of the Superintendent, the Board strives to:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and Superintendent;
3. provide administrative leadership for the District and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent in conference. The Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

LEGAL REF.:
 ORC 3319.01

Cross References	AF - Commitment to Accomplishment
	BDC - Executive Sessions
	CBA - Qualifications and Duties of the Superintendent
	CBC - Superintendent's Contract



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Book	Policy Manual
Section	SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS
Title	Board-Superintendent Relationship
Code	BCD
Status	Active
Adopted	October 25, 2004

The enactment of policies, consistent with long-term goals, is the most important function of a board and 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 District 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 District program and keeping the Board informed about District operations and problems.

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

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

Cross References	BDC - Executive Sessions
	CBC - Superintendent's Contract



Book	Policy Manual
Section	SECTION C: GENERAL SCHOOL ADMINISTRATION
Title	Superintendent's Contract
Code	CBC
Status	Active
Adopted	October 25, 2004
Last Revised	May 18, 2021

The appointment of the Superintendent is secured through a written agreement stating the terms of the contract. The contract meets all State law requirements and protects the rights of both the Board and the Superintendent.

The Superintendent is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. Should a vacancy occur midterm, the Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the Superintendent's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees.

The Board authorizes the annual payment of the Superintendent's accrued, unused vacation leave if provided for in the Superintendent's contract.

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

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 may be given an opportunity to correct the deficiencies. Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

LEGAL REFS.: ORC 124.384(C); 124.39(C)
 3319.01; 3319.16; 3319.225

NOTE: The board of a city, exempted village, local or joint vocational district can require its superintendent, as a condition of employment, to reside within the District's boundaries.

The governing board of an educational service center can require its superintendent, as a condition of employment, to reside in the county or an adjacent county of the District.

At the expiration of a superintendent's current contract, he/she is deemed re-employed for a term of one year at the same salary plus any increments that the Board may authorize, unless the Board, on or before March 1 of the year in which the contract expires, either re-employs the Superintendent or gives him/her a written notice of intention not to re-employ.

A superintendent shall not be transferred to any position during the term of his/her employment except by mutual agreement by the Superintendent and the Board.

A superintendent's contract can only be terminated for good or just cause.

Upon a superintendent's separation from employment, the Board may provide compensation at the Superintendent's current rate of pay for all lawfully accrued and unused vacation leave, not to exceed the amount accrued during the three years before the date of separation.

Additionally, under the Ohio Attorney General's Opinion No. 2011-025 of July 12, 2011, boards of education are permitted to provide for the annual payment of the superintendent's accrued, unused vacation leave if the Board adopts a guideline stating as such and the superintendent's contract provides for annual payout. The attorney general noted that this guideline may be adopted as Board policy.

Cross References

- CBA - Qualifications and Duties of the Superintendent
- CBAA - Incapacity of the Superintendent
- CBG - Evaluation of the Superintendent
- CBI - Board-Superintendent Relationship