

Book	Policy Manual
Section	1000 Administration
Title	SUPERINTENDENT OF SCHOOLS
Code	po1230
Status	Active
Adopted	June 9, 2003
Last Revised	November 25, 2013

1230 - **SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and supervision to the classified staff and by acting as a proper role model for staff and students both in the school and outside the District.

The Superintendent is directly responsible to the Board of Education for the performance of the following duties and responsibilities:

- A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- B. ensure that all aspects of District operations comply with State laws and regulations as well as Board contracts and policies
- C. establish and maintain a written educational plan for the schools of the District consistent with the educational goals adopted by the Board
- D. ensure proper implementation of the current District-wide instructional plan as it applies to each building
- E. strive to increase the efficient use of District resources in the daily operations of the schools
- F. assign staff to achieve the maximum benefit toward the attainment of educational goals
- G. evaluate the progress of the professional and classified staff toward the attainment of educational goals
- H. analyze the results of instructional program development as it applies to the Board's educational goals
- I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- J. work cooperatively with parents and community groups concerned with programs in the schools
- K. develop personal capabilities in personnel strategies and facility management
- L. work cooperatively with the Board and administrative staff
- M. strive toward the highest standards of personal conduct
- N. perform such other duties as the Board may direct or assign

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Book	Policy Manual
Section	1000 Administration
Title	EMPLOYMENT OF THE SUPERINTENDENT
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1220 - **EMPLOYMENT OF THE SUPERINTENDENT**

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. 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 of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than five (5) 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. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

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

- A. the preparation of a written job specification for the position of Superintendent
- B. preparation of written specifications of qualification in addition to proper State licensing
- C. preparation of informative material describing this District and its educational goals
- D. where feasible, the opportunity for selected applicants to visit the schools of this District
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy
- F. solicitation of applications from a wide geographical area
- G. consideration of all applicants fairly without discrimination on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, genetic information (collectively, "Protected Classes"), or other condition unrelated to the position of Superintendent

The Board may request the State Board of Education to issue a two (2) year alternative superintendent license to a proposed candidate for the superintendency, provided the candidate is of good moral character and meets the requirements set forth by the State Board of Education.

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;

Book	Policy Manual
Section	1000 Administration
Title	EVALUATION OF THE SUPERINTENDENT
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1240 - **EVALUATION OF THE SUPERINTENDENT**

The Board of Education 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 annually, no later than August 1st evaluate the performance of the Superintendent. Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. performance based on expectations prescribed in the job description;
- C. the working relationship between the Board and the Superintendent;
- D. the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted and the evaluation model to be used.

Such method may include:

- A. the Superintendent's own self-analysis of the current status of the District;
- B. the Superintendent's self assessment of his/her performance;
- C. the active participation of each Board member;
- D. recommendations/commendations regarding the Superintendent's job performance;
- E. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and Superintendent.

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 and be prepared to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals.

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Book	Policy Manual
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Title	BOARD - SUPERINTENDENT RELATIONSHIP
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1210 - **BOARD - SUPERINTENDENT RELATIONSHIP**

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief executive officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District.

The Board shall retain oversight supervision of such procedures.

In order to expedite negotiation procedures, the Superintendent is appointed as chief representative of the Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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