

SAMPLE BOARD OF EDUCATION JOB DESCRIPTION

Position:	Superintendent
Reports to:	Board of Education
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Act as the chief administrative officer of the district, administering policies and laws; responsible for all facilities; act as chief procurement and budgetary officer
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Make recommendations for appointment, promotion, demotion and discharge of all school personnel
- Direct staff negotiations
- Represent the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public
- File state regulation or local school policy reports
- Prepare, with the assistance of the Treasurer and other staff members, an annual budget for the Board to consider
- Establish and maintain a public relations program to inform the public of the school district's activities and needs
- Communicate personnel matters to employees
- Recommend courses of study, curriculum guides, text changes, and time schedules to the Board
- Propose new policies to the board
- Evaluate the school district's progress and needs continuously
- Attend conferences, workshops, and meetings on a local, state, and national level
- Conduct regular district administrative meetings
- Prepare an annual calendar for Board adoption
- Evaluate and supervise administrative staff
- Audit the total school program periodically
- Delegate duties to other staff members
- Set forth student classification and advancement rules
- Make assignments, reassignments, and transfers to secure the highest efficiency of the entire staff
- Approve vacation schedules for salaried district employees
- Make Board recommendations concerning pupil transportation in accordance with legal and safety requirements
- Recommend new school site location and size and existing school site additions
- Serve as a Board liaison between the school district and the community
- Maintain and keep current employee personnel files
- Instruct the Board about the educational system and about local, state, and national issues affecting education
- Prepare and distribute a Board agenda to Board members prior to each regular/special meeting
- Take immediate action in cases of calamity, acts of nature, or other emergencies
- Supervise the purchase and distribution of textbooks, workbooks, and other educational supplies and materials
- Attend Board meetings and inform the Board of the schools' conditions under his/her supervision
- Direct the administrative staff to establish and change, as needed, the school attendance boundary areas
- Direct, assign, and assist educational employees in the performance of their duties
- Classify, assign, and control pupil promotion
- Direct the professional staff's curriculum evaluation; recommend necessary curriculum revisions to the Board for approval

- Assign substitutes to fill temporary vacancies when professional staff members are absent
- Certify attendance data and other reports to the Ohio Department of Education
- Define processes for gathering, analyzing, and using data for informed decision making
- Provide advice and counsel to the Board
- Consult with the Board to clarify policy issues
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, lawsuit information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required
- Assign students to (alternative schools) as deemed appropriate by convening authority
- Acquaint the public with the activities and needs of the schools

Other Duties and Responsibilities:

- Act as the school district's purchasing agent
- Serve as a liaison between employees and the Board
- Supervise methods of teaching, supervision, and administration
- Provide staff in-service education programs
- Encourage employee professional growth
- Recruit needed personnel
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Board of Education

Qualifications:

- Master's degree (M.A.) or equivalent
- Appropriate state of Ohio certification/license
- Previous administrative experience preferred (3 to 5 years)
- Alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of various academic areas and teaching methodologies
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability and skill to operate various computer programs
- Ability to organize and compile data for various state and federal reports
- General understanding of accounting principles
- Ability to handle a multitude of tasks in a timely and simultaneous manner
- Ability to handle constant pressure and stress

Equipment Operated:

- Computer
- Telephone
- Motor vehicle

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

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.

Superintendent or designee

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

Adoption date: