

Book Policy Manual

Section PO 1230

Title Copy of RESPONSIBILITIES OF THE SUPERINTENDENT

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Status

Adopted August 20, 1987

## 1230 --~~RESPONSIBILITIES OF THE SUPERINTENDENT~~ SUPERINTENDENT JOB DESCRIPTION

Title: Superintendent of Schools  
 Reports to: Board of Education  
 Employment Status: Full Time  
 FLSA Status: Exempt

### Qualifications:

- A. A valid Superintendent's certificate/license as prescribed by the State of Ohio.
- B. Have at least three (3) years experience in public school administration and supervision.
- C. Possesses effective communication skills.
- D. ~~Must be able to satisfy all job related medical and physical ability~~ Must possess the medical and physical ability to satisfy all job-related requirements.

### General Description:

The Superintendent of Schools will be the Chief Executive Officer of the Board of Education in the administration of the schools. Responsibilities include: general school administration, instructional programs and services, personnel leadership and supervision, business and fiscal operations, school facilities management, student transportation, record-keeping and reporting, and community relations. The Superintendent of Schools will also exercise those duties which are mandated by the statutes and those which are specifically designated in the Policy Manual of the Galion City Schools.

### Essential Functions:

- A. Attends all meetings of the Board of Education, except when excused by the Board of Education
- B. Prepares an agenda in conjunction with the Board and distributes it to Board members prior to each regular meeting.
- C. Prepares and presents to the Board information relative to proposed agenda, presents information reflecting rationale for the proposed item with arguments for and against.
- D. Conducts a biannual review of all Board and administrative policies and reports appropriateness and needed changes.
- E. Recommends to the Board of Education policies concerning the organization, finance, school plant, instruction, and other functions of the District's programs. This includes but is not limited to:
  - 1. Insurance
  - 2. Student transportation
  - 3. Building repair
  - 4. Assignment of students to various buildings
  - 5. Construction of buildings
  - 6. Cafeteria
  - 7. Disposition of property in accordance with plans adopted by the Board.
- F. Administers the schools in conformity with the adopted policies of the Board of Education and the rules and regulations of the State Department of Education and in accordance with the Ohio law.
- G. Serves as an ex-officio member of all committees named by the Board.
- H. Supervises the preparation of the annual budget and appropriation resolution in a timely manner.
- I. Prepares all reports and maintains such records as required by law, regulations, and/or by the Board of Education, including adherence to the Board schedule of such significant events as agenda items.
- J. Recommends all employees for appointment, transfer, or dismissal in accordance with the policies of the Board, and assigned and supervises all instructional and non-instructional personnel.
- K. Maintains a current personnel file of all employees and reports to the Board on the staff evaluation process, and serves as the final reviewing authority for the Board.
- L. Encourages continuance of professional growth of all employees through training, workshops, seminars, and professional meetings.
- M. Coordinates all negotiations with organized employee groups, as a representative of the Board of Education.
- N. Conducts a periodic audit of the total school program and makes recommendations for the educational advancement of the schools through continuous research and evaluation of activities within and without the District.



- O. Recommends a school calendar for the District.
- P. Exercises discretion in matters requiring immediate attention and not covered by Board policies, and informs the Board of any emergency action taken.
- Q. Recommend curriculum, places curriculum into operation, recommends additions and changes as need arises, and reports to the Board on progress and evaluation of the curriculum.
- R. Supervises the recommendation for purchase and distribution of all instructional and educational materials and equipment.
- S. Assigns to appropriate subordinate any duties or powers delegated to Superintendent by statute or by the Board, but in so doing, assumes full responsibility for the result. All reports and recommendations to the Board from an officer or employee under the Superintendent's direction will be made through the Superintendent's office.
- T. Communicates directly to all employees and other publics, or through delegation, all actions of the Board relating to personnel matters and receives from employees and other publics all communication to be made to the Board.
- U. Attends or delegates a representative to attend all meetings of governmental and public agencies in matters pertaining to the public schools which appear on their agendas.
- V. Serves as the community's educational leader by setting high standards for academic achievement, making hard decisions, demonstrating sensitivity to the needs of the whole community through a management style that emphasizes vision, participation, and cooperation.
- X. Represents the schools before the public and maintains, through cooperative leadership both within and without the schools, a program to keep the public informed as to the activities, needs, and successes of the schools.

#### Other Duties and Responsibilities

- A. Serves as a role model for students in how to conduct themselves as responsible citizens.
- B. Conducts other duties related to the Superintendency as assigned by the Board of Education.

#### ADDITIONAL WORKING CONDITIONS:

- A. Occasional operation of a vehicle under inclement weather conditions.
- B. Occasional interaction with hostile and/or aggressive individuals.
- C. Must be suited for situations that require the ability to handle a high amount of stress, tension, difficult working conditions and pressure.
- D. Must be suited for situations which requires decision-making under pressure and stress.

~~The Superintendent shall strive to achieve District goals for students by providing educational direction and supervision to the professional staff and 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:~~

- ~~X keep the Board informed with respect to matters affecting school operations and provide the Board with information, guidance, and support necessary to formulate policy~~
- ~~X provide that all aspects of District operations comply with State and Federal laws and regulations as well as Board contracts and policies~~
- ~~X provide leadership for the development, implementation, and assessment of the Strategic Plan's vision, mission, and initiatives~~
- ~~X establish and implement a written educational plan for the schools of the District consistent with the educational goals adopted by the Board~~
- ~~X provide for the recruitment, selection, and development of District staff in the attainment of the District's goals~~
- ~~X recommend changes in staffing and instructional program based on analysis of staff and student performance assessment data~~
- ~~X recommend innovations and strategies to continually improve the educational and operational practices of the District~~
- ~~X promote the efficient and effective use of District resources in the daily operations of the schools~~
- ~~X work constructively with the Board, administrative leadership team, and District staff in pursuit of established educational and operational goals and objectives~~
- ~~X communicate effectively with parents, citizens, and community groups; secure their input, involvement, and support for school programs and initiatives~~
- ~~X maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District~~
- ~~X perform such other duties as the Board may direct or assign~~

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**Last Modified by Regina Jutz on June 2, 2023**