

## **SECTION C: GENERAL SCHOOL ADMINISTRATION**

<b>CA</b>	<b>ADMINISTRATION GOALS</b>
<b>CBA</b>	<b>QUALIFICATIONS AND DUTIES OF SUPERINTENDENT</b>
<b>CBA</b>	<b>INCAPACITY OF SUPERINTENDENT</b>
<b>CBA-R</b>	<b>INCAPACITY OF SUPERINTENDENT</b>
<b>CBHAB</b>	<b>SUPERINTENDENT PRO TEMPORE</b>
<b>CCA</b>	<b>ORGANIZATIONAL CHART</b>
<b>CCB</b>	<b>STAFF RELATIONS AND LINES OF AUTHORITY</b>
<b>CD</b>	<b>MANAGEMENT TEAM</b>
<b>CE</b>	<b>ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES</b>
	<b>RULES</b>
<b>CH</b>	<b>POLICY IMPLEMENTATION</b>
<b>CHCA</b>	<b>APPROVAL OF HANDBOOKS AND DIRECTIVES</b>

## **ADMINISTRATION GOALS**

The Districts administrative organization is designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies implemented through the Superintendent. The Board is responsible for 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 is responsible for clearly specifying the Boards requirements and expectations for all other administrators and for holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administration in the District are:

1. to manage the Districts various departments and programs effectively;
2. to provide professional advice and counsel to the 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. provide leadership in keeping abreast of current education developments;
  - B. arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
  - C. coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
  - D. provide 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.

Cross Refs.: AF, Commitment to Accomplishment  
CD, Management Team  
GCL, Professional Staff Development Opportunities  
GDL, Support Staff Development Opportunities

Adopted: 9/28/00

**Adams County/Ohio Valley School District**

**QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT**

Title: Superintendent

Department: Administration

Building/Facility: Administration Building

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as the Districts chief executive officer; administer, supervise, direct and evaluate the Districts 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 transfers, communicate personnel matters to employees, evaluate staff, provide in-service education to staff, maintain personnel files on current employees
3. Direct staff negotiations
4. File state and local required reports
5. Prepare an annual budget for the board to consider
6. Prepare an annual appropriations resolution
7. Act as school districts purchasing agent
8. Establish and maintain a public relations program to inform the public of the school districts activities and needs
9. Recommend courses of study, curriculum guides, and changes in texts and time schedules to the board
10. Supervise teaching, supervision, and administration methods
11. Propose new policies to the board
12. Continually evaluate the school districts progress and needs
13. Conduct regular district administrative hearings
14. Prepare an annual school calendar for board adoption
15. Delegate duties to other staff members
16. Prescribe rules for the classification and advancement of students
17. Make board recommendations about pupil transportation in accordance with law and safety requirements
18. Recommend the location and size of new school sites and additions to existing sites

19. Represent the board as liaison between the school district and the community
20. Inform the board about the educational system as well as local, state, and national issues affecting education
21. Prepare and distribute an agenda to board members prior to each regular meeting
22. Take immediate action in cases of calamity, acts of nature, or other emergencies
23. Maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, board of education executive sessions, etc.
24. Make contacts with the public with tact and diplomacy
25. Interact in a positive manner with staff, students, and parents
26. Attend meetings and in-services as required

Other Duties and Responsibilities:

1. Act as liaison between employees and the board of education
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 a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. Instill in students the belief in and practice of ethical principles and democratic values
7. Respond to routine questions and requests in an appropriate manner
8. Perform other duties as assigned

Qualifications:

1. A valid superintendent's certificate issued by the state of Ohio
2. A Master's degree with a major in educational administration, preferably with completion of one year of graduate work beyond the Master's degree
3. Experience in teaching and administration totaling at least five years
4. A valid driver's license
5. Alternatives to the above qualifications as the board of education may find appropriate

Required Knowledge Skills and Abilities:

1. Ability to communicate ideas and directives clearly and effectively both orally and in writing
2. Effective, active listening skills
3. Ability to work effectively with others
4. Organizational and problem solving skills
5. Ability to organize and compile data for various state and federal reports
6. Extensive knowledge of school finance
7. Ability to recommend additions and/or changes to curriculum appropriate to students' needs

8. Ability to handle a multitude of tasks simultaneously and in a timely manner
9. Ability to handle constant pressure and substantial amounts of stress
10. Ability to supervise a variety of jobs and positions
11. Strong visionary and leadership skills
12. Ability and confidence to make decisions based on the best interest of students

Equipment Operated:

1. Computer/printer
2. Calculator
3. Typewriter
4. Copy machine
5. Fax machine
6. Telephone

Additional Working Conditions:

1. Frequent daily and overnight travel
2. Frequent weekend/evening work
3. Occasional exposure to blood, bodily fluids and tissue
4. Interaction among unruly children
5. Occasional operation of a vehicle in inclement weather (i.e., being prepared to come to school on all scheduled days, except calamity days)
6. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
7. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
8. Requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds

**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.

---

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

Legal Ref.: ORC 3319.01

Revised and Adopted: 9/28/00

Adopted 3/14/88

Page 4 of 4

**Adams County/Ohio Valley School District**

## **INCAPACITY OF SUPERINTENDENT**

As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.

Should the Superintendent become incapacitated, the Board appoints a Superintendent Pro Tempore who shall meet the certificate requirement as established by law. The appointment is made by a majority vote of the Board and only after the conditions relating to incapacity are met in accordance with Ohio law and the Family and Medical Leave Act of 1993.

The Superintendent Pro Tempore performs 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.

Legal Refs.: ORC3319.01; 3319.011; 3319.13; 3319.16

Adopted: 9/28/00

**Adams County/Ohio Valley School District**

## **INCAPACITY OF SUPERINTENDENT**

A Superintendent Pro Tempore is appointed by a majority of the members of the Board upon determining that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Superintendent, if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease which could be communicated to others;
2. upon certification of the attending physician that the Superintendent is unable to perform the duties of the office of Superintendent;
3. upon the determination of a referee, pursuant to ORC 3319.16, that the Superintendent is unable to perform the duties of the office of Superintendent;
4. upon the granting of a leave of absence without pay requested by the Superintendent for reasons of illness, injury or other disability or
5. upon the placing of the Superintendent upon an unrequested leave of absence without pay for reasons of illness or other disability pursuant to ORC 3319.13 and 3319.16.

During the period of incapacity, the Superintendent may:

1. at his/her request, be placed on sick leave, with pay, not to exceed the extent of his/her accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to twelve weeks per year and
3. at his/her request, or without his/her request, the Superintendent may be placed on a leave of absence without pay pursuant to ORC 3319.13.

The leave provided during the period of incapacity (described above) will not extend beyond the contract or term of office.

The Superintendent may, upon request to 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 he/she is capable of resuming such duties and that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service; upon the determination that he/she is able to resume his/her duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and has the same rights as are granted under ORC 3319.16.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with ORC 3319.011. He/She serves until the Superintendents incapacity is removed or until the expiration of the Superintendents contract or term of office, whichever is earlier.

Adopted: 9/28/00



**SUPERINTENDENT PRO TEMPORE**

If the superintendent is incapacitated, defined for the purpose of this policy as unable to perform and carry out the normal duties of the position, the board may, by majority vote, appoint a superintendent pro tempore as provided in Section 3319.011 of the Ohio Revised Code. If, at the time of the incapacity of the superintendent, an assistant superintendent is currently employed and available, the assistant superintendent shall be appointed superintendent pro tempore. The superintendent pro tempore shall serve during the time the superintendent is incapacitated and shall assume all, responsibilities, obligations, and authority as chief administrative officer of the district during this time.

Legal ref:      ORC 3319.011

Adopted 3/14/88

**Adams County/Ohio Valley School District**

**FILE: CCA**

**ORGANIZATIONAL CHART**

Adopted 3/14/88

**Adams County/Ohio Valley School District**

## **STAFF RELATIONS AND LINES OF AUTHORITY**

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's organizational chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary; additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the District.

Cross Refs.:     ABB, Staff Involvement in Decision Making (Also GBB)  
                      BG, Board-Staff Communications (Also GBD)  
                      CCA, Organizational Chart

Adopted: 9/28/00

**Adams County/Ohio Valley School District**

## **MANAGEMENT TEAM**

The Board endorses the management team concept for the District.

The management team of the District consists of two groups.

### Policy Team

The Board, Superintendent and Treasurer comprise the team. The Board President serves as team leader. Primary responsibilities of this team are to establish policies to guide the District and to ensure that the policies are carried out.

### Administrative Team

All administrators within the District comprise this team. The Superintendent serves as team leader. This team is responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating guided by the policies established by the policy team and adopted by the Board.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive environment in which collaborative problem solving and decision making can take place.

Cross Ref.: CCB, Staff Relations and Lines of Authority

Adopted: 9/28/00

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets and committees which are necessary for proper administration of the Board policies and for the improvement of the total educational program.

All councils, cabinets and committees created by the Superintendent are for the purposes of obtaining the advice and counsel of administrative and supervisory personnel of the District and aiding in District communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the Superintendent. Authority for establishing policy remains with the Board; authority and responsibility for implementing policy remain with the Superintendent.

The membership composition and responsibilities of administrative councils, cabinets and committees are defined by the Superintendent and may be changed at his/her discretion.

Such councils, cabinets and committees need not meet the requirements of the Sunshine Law.

Cross Ref.: BF, Board Policy Development and Adoption

Adopted: 9/28/00

## **POLICY IMPLEMENTATION**

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

There are many activities which are common to all schools, but procedures for conducting them may vary from building to building. Principals establish procedures for conducting activities in their individual schools within the larger framework of District regulations and Board policies.

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

The Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.

The Superintendent devises 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.

Legal Ref.: ORC 3313.20

Adopted: 9/28/00

## **APPROVAL OF HANDBOOKS AND ACTIVITIES**

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. The Board will have the opportunity to review district handbooks prior to adoption by the Board.

A district-wide student handbook committee consisting of board members, central office administrators, principals, teachers, parents and students is to be formed in the fall of each school year to review the student handbook and to have a recommended student handbook completed for board approval by the May board meeting. The chair of the student handbook committee will be designated by the Superintendent.

In addition, individual schools and/or programs may issue handbooks to communicate rules, expectations and guidelines. Such handbooks must reflect the District philosophy and mission, and the contents conform to District-wide policies and regulations.

These individual handbooks will be submitted to the Superintendent no later than July 15 annually. After administrative and board committee review, these handbooks may be published for use in the school or program area.

Revised & Adopted: 9/23/02

Revised & Adopted: 9/28/00

Adopted 8/25/95

**Adams County/Ohio Valley School District**