

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT  
(Job Description)

RESPONSIBLE TO: Board of Education

DEFINITION:

The Superintendent of Schools is the chief executive and administrative officer of the Board. The Superintendent reports directly to the Board, has all powers and duties imposed upon the office by statute, and has all executive and administrative powers and duties in connection with the overall operation of the schools which are not required by statute to be exercised directly by the Board or by some other officer. The Superintendent exercises leadership through school administrators who comprise the Leadership Team.

**MAJOR POLICY RESPONSIBILITY:**

The Superintendent of Schools initiates and recommends policies for approval by the Board and develops policies recommended by the Board. Following approval of policies by the Board, the Superintendent is responsible for implementing policies and ensuring that the overall operation of the schools adheres to established Board policies. The Superintendent shall affect the position responsibilities by delegating, at his/her discretion, said responsibilities to assistants and subordinates with the knowledge that the delegation or power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

**KEY FUNCTIONS:**

**A. VISION, CONTINUOUS IMPROVEMENT AND FOCUS OF DISTRICT WORK:** Superintendent shall establish a vision, expect continuous improvement, and develop a focused plan for achieving district goals. The Superintendent will facilitate the establishment of a vision for the district. The Superintendent will articulate this vision clearly, creating a description of what the district can become.

Representative Elements:

1. Leads the development of a shared vision for the district by engaging all staff in a process that identifies objectives, details, activities, resources, timelines, standards and monitoring processes necessary for completion of the district objectives.
2. Ascertain the needs of the school system to create, execute and monitor a coherent continuous improvement plan with a limited, achievable number of time-bound goals and objectives in conjunction with the district's financial plan.
3. Communicates the district's vision, goals and focused plan to the Board of Education and other stakeholders.
4. Require, model and support effective use of data.
5. Provides regular and year-end reports to the Board and community on progress of the plan.

**B. COMMUNICATION AND COLLABORATION:** The Superintendent will have processes in place to:

- facilitate communication with the Board of Education and the district Treasurer,
- establish and maintain effective relationships with school personnel, and
- engage the external community.

The Superintendent will recognize the importance of involving multiple stakeholders to inform decision making, communicate processes and celebrate accomplishments. To gain and maintain support for these improvement efforts and to sustain the focus on the goals, the Superintendent must communicate effectively with staff and stakeholders.

Representative Elements:

1. Develop, implement and maintain effective communication systems.
2. Communicate effectively, openly and demonstrate a willingness to collaborate with the Board of Education, the district Treasurer and the district staff and external stakeholders.
3. Keep the Board, public and staff informed about current educational practices, educational trends, policies, progress and challenges in the district's schools.
4. Understand public and staff beliefs about matters pertaining to the schools in order to promptly respond to staff and community concerns and execute activities that build and sustain positive community relationships and perceptions.
5. Establish rapport with the media.
6. Create school community partnerships to support district goals for student achievement.

**C. POLICIES AND GOVERNANCE:** The Superintendent will identify, prioritize, recommend and follow policies and governance procedures that maintain a focus on the vision and goals of the district. The Superintendent will value the importance of an effective working relationship with the Board.

Representative Elements:

1. Review, develop and recommend policies for the district.
2. Ensure that all policies and practices are consistently implemented and followed.
3. Continuously assess the effectiveness of policies and procedures and recommend change.
4. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board reports as needed to ensure the making of informed decisions.
5. The Board, Treasurer and Superintendent will create the agenda for each Board meeting.

**D. INSTRUCTION:** The Superintendent will facilitate building a culture of trust and high expectations. The Superintendent will require a focus on improving instruction and student success.

Representative Elements:

1. Require district-wide use of an established curriculum.
2. Ensure the development and implementation and sustainability of high-quality, standards-based instruction.
3. Set expectations for and guide the creation of a comprehensive academic assessment system for the district.
4. Ensure that the district curriculum, instruction and assessment program are designed to provide full access and opportunity to all students consistent with available resources and legal mandates.
5. Provide for high-quality professional development for all staff aligned with district, state and applicable national standards.
6. Promotes the use of effective and appropriate technologies to support teaching and learning.
7. Encourage a collaborative approach to improve teaching and learning.
8. Work with district and building administrators to collect, analyze and use relevant data to identify strengths and areas of improvement.
9. Promote, support and use appropriate research-based best practices for curriculum design and instruction.

E: **RESOURCES:** The Superintendent will focus financial, human, time, materials, technological and facility resources in support of district goals for instruction and achievement. The Superintendent will hold all individuals at all levels in the district to high expectations for job performance. The Superintendent will ensure that the role of all employees is to support the schools in attaining the district goals.

Representative Elements:

1. Recruit, develop, evaluate and retain quality staff and oversee human resource management.
2. Work with the Treasurer to establish a long range financial plan to support the continuous improvement plan.
3. Work with the Treasurer to manage and prioritize fiscal resources to align expenditures with district goals within the long range financial plan.
4. Oversee the district's facilities and operations.
5. Provide and implement a plan of assessment and evaluation for employees of the district.

Adopted: August 18, 2016  
Re-Adopted: September 15, 2016

LEGAL REF: ORC 3319.01; 3319.16; 3319.22

CROSS REF:  
CBAA, Incapacity of the Superintendent  
CBG, Evaluation of the Superintendent (Also AFB)  
CCA, Organizational Chart  
CCB, Staff Relations and Lines of Authority