

Three Rivers Local School District Job Description

Title: SUPERINTENDENT OF SCHOOLS

- Qualifications:**
1. Master's Degree in public school administration with emphasis on general administration of a comprehensive K-12 district is required. A doctorate in educational administration is desired. Incumbents without the doctorate are encouraged by the Board to complete this degree
 2. Valid Ohio Superintendent's Certificate
 3. At least five years of successful administration as a Superintendent, an Assistant Superintendent, Principal or other central office post
 4. Good character, good health, organizational ability, good writing and speaking skills, be able to exhibit leadership qualities, school – community relations skills
 5. Such alternatives to the above qualifications as the Board may find appropriate

Reports to:: Board of Education

Supervises: All administrative and supervisory personnel of the district except the Treasurer. All curriculum and pupil services personnel of the district.

Job Goal(s): To provide leadership and other administrative services in developing and maintaining the best possible educational programs and services for the Three Rivers Local School District.

ESSENTIAL RESPONSIBILITIES:

1. Serves as the Executive Officer of the Board.
2. Performs all duties of the Office of Superintendent as required and authorized by the Ohio Revised Code.
3. Attends and participates in all meetings of the Board except when own employment or salary is under consideration.
4. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
6. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
7. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
8. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
9. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums of money.

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10. Coordinates fiscal responsibility with the Treasurer in the financial planning and operation of the District.
11. Exercises administrative judgment and discretion on major expenditures of all types and descriptions.
12. Maintains an awareness of the total financial situation of the district and current legislative changes school finance affecting revenues from local, state, and federal sources.
13. Seeks to maintain adequate funding of school operations in light of inflation and with regard to improving staff facilities and services. The Superintendent will on the one hand, watch expenditures closely, and on the other hand, aggressively seek additional funding in the form of tax levies for operation and/or bond issues for capital improvements, when needed, by placing such information before the Board of Education.
14. Represents the Board of Education along with the Board's legal advisor in the purchasing of school sites and in all other legal matters.
15. Supervises the construction of new buildings and/or additions in collaboration with architectural firm and construction manager.
16. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
17. Supervises the staff in carrying out all phases of the Seven (7) Year Curriculum Development cycle.
18. Recommends to the Board for adoption, all textbooks, major changes in instructional techniques, and time schedules to be used in the schools.
19. Recommends the ways and means of maintaining and improving the extracurricular activity program.
20. Recommends ways and means of maintaining and improving the pupil services program for the district which shall include:
 - A. Psychological services
 - B. Counseling and guidance services
 - C. School health services
 - D. Speech and hearing therapy
 - E. Child accounting services
 - F. Pupil appraisal services (testing)
 - G. Special education programs and services
 - a) Learning disabilities
 - b) Developmental disabilities (EMR)
 - c) Tutoring
 - d) Home instruction
 - e) Orthopedic, neurological, hearing impaired, vision impaired, multiple handicaps (transportation to these classes)
 - f) Trainable mentally retarded (TMR)

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- h) Full compliance with H.B. 455 and P.L. 94-12
 - i) Transportation services
 - j) Lunchroom services
22. Secures and nominates for employment the best qualified and most competent teachers, supervisory, and administrative personnel.
 23. Assigns and transfers employees as the needs of the district may dictate, and reports such action to The Board for information and records.
 24. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
 25. Keeps the public informed about best educational practices, educational trends, and the policies, practices, and problems in the district's schools.
 26. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
 27. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.

ANCILLARY RESPONSIBILITIES

1. Performs other tasks as assigned by the Board.

Terms of Employment:

Twelve months a year. Salary to be arranged with the Board. Contract limited to up to a five (5) year term.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation:

Performance of this job will be evaluated in written form twice each year. The Board President, or a committee delegated by the President, will write the evaluation after the entire Board participates in evaluating the job performance of the Superintendent. Such written evaluation will be presented to the superintendent and discussed with him/her with the full Board. The evaluation shall be conducted in reference to this job description and with agreed on job targets. The first evaluation shall be completed by the end of January. The second evaluation shall be by the end of June.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Superintendent of Schools** job description.

Employee signature

Date