

## SECTION C: GENERAL SCHOOL ADMINISTRATION

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## ADMINISTRATION GOALS

The District's 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 Board's 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 to:

1. manage the District's various departments and programs effectively;
2. 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. implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as to:
  - A. provide leadership in keeping abreast of current educational 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. develop an effective program of evaluation that includes every position, program and facility in the District and
5. develop and use a team management approach.

[Adoption date: May 31, 2011]  
[Re-adoption date: May 18, 2015]

CROSS REFS.: AF, Commitment to Accomplishment  
GCL, Certified Staff Development Opportunities  
GDL, Classified Staff Development Opportunities

## QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Department: Administration

Building/Facility: District Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Administer the schools in conformity with the adopted policies, rules and regulations of the Board. Direct and assign teachers and other employees; assign pupils to the proper schools and grades; nominate teachers and administrators for employment; maintain school records, etc.

Essential Functions:

1. Ensure safety of students
2. Make recommendations for appointment, promotion, demotion and discharge of all school personnel
3. Represent the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public
4. File state regulation or local school policy reports
5. Prepare, with the assistance of the Treasurer and other staff members, an annual budget for the Board to consider
6. Act as the school district's purchasing agent
7. Establish and maintain a public relations program to inform the public of the school district's activities and needs
8. Serve as a liaison between employees and the Board
9. Recommend courses of study, curriculum guides, texts changes and time schedules to the Board
10. Propose new policies to the Board
11. Evaluate the District's progress and needs continuously
12. Conduct regular district administrative meetings
13. Prepare an annual calendar for Board adoption
14. Evaluate and supervise administrative staff
15. Audit the total school program periodically
16. Set forth student classification and advancement rules

17. Make assignments, reassignments, and transfers to secure the highest efficiency of the entire staff
18. Approve vacation schedules for salaried district employees
19. Make Board recommendations concerning student transportation in accordance with legal and safety requirements
20. Recommend new school site location and size and existing school site additions
21. Serve as a Board liaison between the District and the community
22. Maintain and keep current employee personnel files
23. Encourage employee professional growth
24. Instruct the Board about the educational system and about local, state and national issues affecting education
25. Prepare and distribute a Board agenda to Board members prior to each regular meeting
26. Take immediate action in cases of calamity, acts of nature, or other emergencies
27. Supervise the purchase and distribution of textbooks, workbooks and other educational supplies and materials
28. Attend Board meetings and inform the Board of the schools' conditions under his/her supervision
29. Direct the administrative staff to establish and change, as needed, the school attendance boundary areas
30. Appoint, assign, promote, transfer, demote or suspend Board employees, except as otherwise provided by law and by the rules of the Board
31. Classify, assign and control pupil promotion
32. Direct the certified staff's curriculum evaluation; recommend necessary curriculum revisions to the Board for approval
33. Certify attendance data and other reports to the Ohio Department of Education
34. Recruit needed personnel
35. Define processes for gathering, analyzing and using data for informed decision making
36. Provide advice and counsel to the Board
37. Consult with the Board to clarify policy issues
38. Make contacts with the public with tact and diplomacy
39. Maintain respect at all times for confidential information, e.g., Board executive session discussions, personnel information, lawsuit information
40. Interact in a positive manner with staff, students and parents
41. Promote good public relations by personal appearance, attitude and conversation
42. Attend meetings and in-services as required

Other Duties and Responsibilities:

- I. Communicate personnel matters to employees
2. Supervise methods of teaching, supervision and administration
3. Provide staff inservice education programs
4. Attend conferences, workshops, and meetings on a local, state and national level

5. Delegate duties to other staff members
6. Direct, assign and assist educational employees in the performance of their duties
7. Assign substitutes to fill temporary vacancies when certified staff members are absent
8. Serve as a role model for students
9. Respond to routine questions and requests in an appropriate manner
10. Perform other duties as assigned by the Board

Qualifications:

1. Master's degree (M.A.) or equivalent
2. Appropriate state of Ohio certification/license
3. Superintendent's certification
4. Such alternative(s) to the above qualifications as the Superintendent and/or Board may find appropriate

Required Knowledge, Skills and Abilities:

1. Knowledge of various academic areas and teaching methodologies
2. Ability to work effectively with others
3. Ability to communicate ideas and directives clearly and effectively both orally and in writing
4. Effective, active listening skills
5. Organizational and problem solving skills
6. Ability and skill to operate various computer programs
7. Ability to organize and compile data for various state and federal reports
8. General understanding of accounting principles
9. Ability to manage multiple tasks simultaneously
10. Ability to withstand constant pressure and stress

Equipment Operated:

1. computer/printer
2. copier
3. fax machine
4. printer
5. telephone
6. motor vehicle

Additional Working Conditions:

1. Frequent requirement to travel, both daily and overnight
2. Frequent weekend/evening/summer work
3. Occasional exposure to blood, bodily fluids and tissue
4. Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all scheduled work days except calamity days
5. Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
6. Occasional requirement to stand, stoop, kneel and crouch
7. Occasional requirement to lift and carry a variety of items up to a maximum of 50 pounds
8. Frequent requirement to walk, sit, crouch, hear and see (color vision required)
9. Occasional interaction among unruly children

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.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of the above job description and that I am aware of the requirements of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Adoption date: May 31, 2011]  
[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.22

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

## INCAPACITY OF THE 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 State law and the Family and Medical Leave Act (FMLA).

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.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
ORC 3319.01; 3319.011; 3319.13; 3319.16

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent  
GBR, Family and Medical Leave



## INCAPACITY OF THE 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 that 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 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.

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 (FMLA), be placed on unpaid FMLA leave for up to 12 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.

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 State law.

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

(Approval date: May 31, 2011)

(Re-approval date: May 18, 2015)

## SUPERINTENDENT'S CONTRACT

The appointment of the Superintendent is secured through a written agreement stating the terms of the contract. The contract meets all State law requirements and protects the rights of both the Board and the Superintendent.

The Superintendent is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. Should a vacancy occur midterm, the Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the Superintendent's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees.

The Board authorizes the annual payment of the Superintendent's accrued, unused vacation leave.

If the Board intends to nonrenew the Superintendent's contract, notice in writing of the intended nonrenewal must be given to the Superintendent on or before March 1 of the year in which the contract expires.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 124.384(C); 124.39(C)  
3319.01; 3319.16; 3319.225

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent  
CBAA, Incapacity of the Superintendent  
CBG, Evaluation of the Superintendent (Also AFB)  
CBI, Board-Superintendent Relationship (Also BCD)

## EVALUATION OF THE SUPERINTENDENT

The Board evaluates the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and the Superintendent;
3. provide administrative leadership for the District and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent. The Board considers the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 3319.01; 3319.16

CROSS REFS.: AF, Commitment to Accomplishment  
BDC, Executive Sessions  
CBA, Qualifications and Duties of the Superintendent  
CBC, Superintendent's Contract  
CBI, Board-Superintendent Relationship (Also BCD)

Crooksville Exempted Village School District, Crooksville, Ohio

## BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of the Board, and the execution of the policies should be the function of the Superintendent and his/her staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District within the Board's policies and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the District and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board:

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: May 31, 2011]

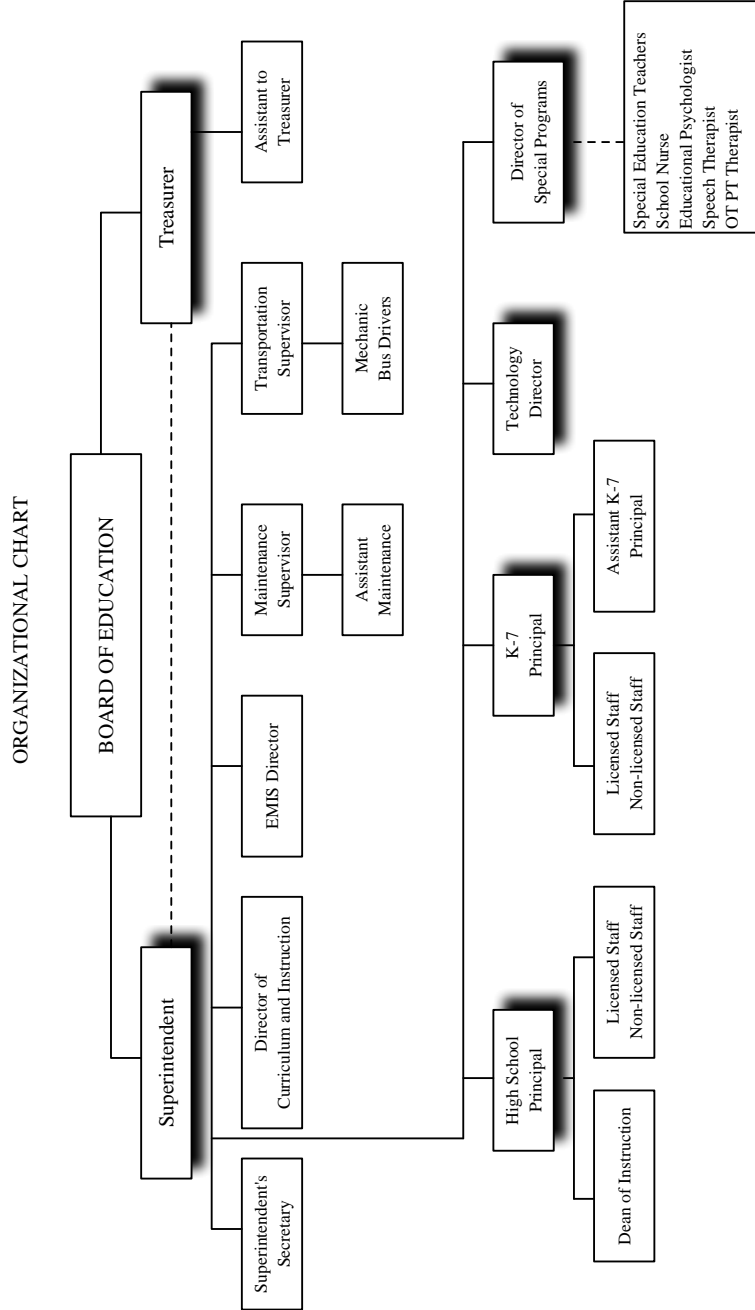
[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 3313.20(A)  
3319.01

CROSS REFS.: AFB, Evaluation of the Superintendent (Also CBG)  
BDC, Executive Sessions  
CBC, Superintendent's Contract

# ORGANIZATIONAL CHART

File : CCA



[Adoption date: May 31, 2011]

Crooksville Exempted Village School District, Crooksville, Ohio

## 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. 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.

[Adoption date: May 18, 2015]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)  
ACAA, Sexual Harassment  
BG, Board-Staff Communications (Also GBD)  
CCA, Organizational Chart  
KL, Public Complaints  
KLB, Public Complaints About the Curriculum or Instructional Materials

## ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as 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 Open Meetings Act (Sunshine Law).

[Adoption date: May 18, 2015]

CROSS REF.: BF, Board Policy Development and Adoption



## APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students and their parents to review and become familiar with all policies and rules contained in the handbooks.

It is essential that the contents of all handbooks conform with Districtwide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the District. Student handbooks should be consistent by both grade and building levels. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policies and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval.

All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks  
Student Handbooks

## ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action that would be in accordance with the overall policy of the Board. The Superintendent is not free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case, the Superintendent shall present the matter to the Board for its consideration at its next meeting.

[Adoption date: May 31, 2011]

[Re-adoption date: May 18, 2015]

LEGAL REFS.: ORC 3313.18; 3313.20(A)

CROSS REF.: BF, Board Policy Development and Adoption