

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
JOB DESCRIPTION

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

GENERAL DESCRIPTION: Serve as chief executive officer of the Board, administer, supervise, direct and evaluate the total school district

Essential Functions

1. serve as the Board of Education's chief executive officer
2. advise the Board in all appropriate matters and recommend policies for its consideration
3. implement policies adopted by the Board
4. recommend employment of personnel
5. assign and transfer personnel in accordance with Ohio law and applicable provisions of the collective bargaining agreement
6. assume responsibility for performance evaluation of all members of the staff, except the Treasurer
7. recommend priorities for expenditure of District funds
8. prepare, in cooperation with the Treasurer, an annual budget, for submission to the Board
9. coordinate with the Treasurer the financial planning and operation of the District
10. prepare agenda for Board meetings in cooperation with the Treasurer and Board President
11. attend all Board meetings
12. assign students to the proper schools and grades
13. and other functions as assigned by the Board of Education

Other Duties and Responsibilities

1. keep the Board and community fully informed about the school program
2. lead in the improvement of instruction and recommend a course of study
3. lead in the development and operation of school-community relations
4. participate in the community
5. serve as purchasing agent for the Board
6. serve as the Board's designee in suspension and expulsion hearings
7. prepare school calendar for presentation to the Board
8. perform other duties as assigned by the Board

Qualifications

1. Master's Degree or higher with a major in educational administration and supervision

2. minimum of five years of public school experience in supervision and administration
3. valid Superintendent's certificate as prescribed by the State of Ohio
4. other qualifications as determined by the Board of Education

Required Knowledge, Skills and Abilities

1. communicate fluently (written and oral)
2. organizational skills
3. education law
4. curriculum development
5. school finance
6. understanding of and appropriate use of technology

Additional Working Conditions

1. weekend and/or evening work
2. travel as a representative of the School District
3. and other assignments as directed by the Board of Education

Acknowledgment

I hereby acknowledge receipt of this job description and affirm that I have read the contents of this job description.

Employee signature

Date

Adopted: July, 1978

Revised: July 21, 1999

LEGAL REF.: ORC 3319.01

Columbia Schools, Columbia Station, Ohio