

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT (Job Description)

TITLE: Superintendent of Schools

General Description: Act as the chief executive officer of the board of education and the administrative head of the Arlington Local school system; develop an educationally effective school district within a fiscally sound and legally correct business organization that provides its students and community members with the best possible educational environment

Essential Functions:

1. Ensure safety of students
2. Act as purchasing agent for the school district
3. Act as the educational leader in the community
4. Execute and support board policy
5. Negotiate appropriate settlements of union contracts
6. Solicit additional financial support from district taxpayers when necessary
7. Develop a public relations program appropriate to the needs of the district
8. Develop a long-range curriculum plan for all grades and subject areas
9. Supervise and evaluate the high school principal, the elementary school principal, cafeteria manager, transportation coordinator, maintenance supervisor, the superintendent's secretary/payroll clerk, and the technology coordinator
10. Oversee the supervision of all other school personnel
11. Interact frequently, and maintain cooperative relationships with, community and business leaders, parents, taxpayers, legislators, law enforcement officials, other school officials, sales people and school employees
12. Develop time-lines and oversee the implementation of any special projects that occur during the course of a school year
13. Responsible for ensuring that the board policy book is up-to-date and in compliance with the law
14. Responsible for approving all department proposals prior to board review
15. Responsible for district-wide planning to keep pace with educational change
16. Responsible for developing and recommending new procedures and practices to the board, if necessary, to comply with new laws
17. File all reports required by state regulation or local school policy
18. Prepare a budget annually for consideration by the board in cooperation with the treasurer
19. Prepare the annual appropriations resolution in cooperation with the treasurer
20. Communicate all actions relating to personnel matters to employees
21. Act as liaison between employees and the board of education
22. Recommend courses of study, curriculum guides, changes in texts and time schedules to the board of education
23. Supervise methods of teaching, supervision and administration
24. Provide inservice education programs for all staff of the Arlington Local School District

25. Propose new policies to the board that conform with the rules and regulations of the state board of education and the laws of the state of Ohio
26. Continually evaluate the progress and needs of the Arlington Local School District
27. Conduct regular district administrative meetings
28. Recommend final action on appointment, promotion, salary changes, demotion or dismissal of employees to the board of education
29. Make recommendations to the board of education concerning the transportation of pupils in accordance with the law and the requirements of safety
30. Encourage continuance of professional growth of all employees
31. Inform the board about all aspects of the educational system, as well as local state and national items that affect education
32. Prepare an agenda and distribute to board members prior to each meeting in cooperation with the treasurer and the board president
33. Take such immediate action as deemed necessary in all cases of calamity, acts of nature or other emergencies
34. Supervise the purchase of all textbooks, workbooks and other educational supplies and materials
35. Attend board of education meetings
36. Implement the school's philosophy of education
37. Treat all school personnel in a fair and just manner
38. Develop harmonious working relationships with the school board of education
39. Accept constructive criticism when given
40. Accept full responsibility for the administration of the school district
41. Demonstrate a high standard of professional ethics, honesty and integrity
42. Earn respect and support of the community
43. Participate in community activities as requested
44. Maintain friendly and cooperative relations with the media
45. Check road conditions each school morning to determine if they are safe for buses
46. Develop and implement procedures consistent with and supportive of board policy
47. Attend school events on a regular basis
48. Interact in a positive manner with staff, students and parents
49. Maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, board of education executive sessions, etc.
50. Promote good public relations by personal appearance, attitude and conversation
51. Attend meetings and in-services as required

Other Duties and Responsibilities:

1. Attend local and state conferences, workshops and meetings with the approval of the board of education
2. Delegate duties to other staff members
3. Prescribe rules for the classification and advancement of students
4. Assign and transfer employees as needed
5. Approve vacation schedules for salaried district employees
6. Recommend the location and size of new school sites and additions to existing sites as needed
7. Recommend a school calendar for the school district
8. Act as Title IX compliance officer

9. Act as sexual harassment grievance officer
10. Act as appeals hearing officer
11. Act as assistant drug and alcohol testing coordinator
12. Schedule community activities in the school building when requested
13. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
14. Instill in students the belief in and practice of ethical principles and democratic values
15. Respond to routine questions and requests in an appropriate manner
16. Perform other duties as assigned by the Arlington Local Board of Education

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 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. 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 and skill to operate various computer programs
6. Ability to organize and compile data for various state and federal reports
7. Extensive knowledge of school finance
8. Ability to recommend additions and/or changes to curriculum appropriate to students' needs
9. Ability to handle a multitude of tasks simultaneously and in a timely manner
10. Ability to handle constant pressure and substantial amounts of stress
11. Ability to supervise a variety of jobs and positions
12. Strong visionary and leadership skills
13. Ability and confidence to make decisions based on the best interest of students, and the strength to stand by those decisions when criticized

Equipment Operated:

1. Computer/word processor
2. Calculator
3. Copy machine
4. Fax machine
5. Printer
6. Telephone
7. Security system
8. TV/VCR
9. Motor vehicle

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue
2. Occasional operation of a vehicle in inclement weather
3. Occasional interaction among unruly children
4. Frequent travel, both daily and overnight
5. Frequent weekend/evening work
6. Frequent and important contact with individuals and groups both inside and outside the district
7. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
8. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb stairs, and stoop

**NOTE:** The above lists are not ranked in order of importance.

Adoption date: March 15, 1999