

2.05 JOB DESCRIPTION -- SUPERINTENDENT

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the Franklin Local School District.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- A. The Superintendent is the Purchasing Agent for the District.
- B. 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.
- C. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- D. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
- E. Prepares the annual operating budget recommendations and implements the Board approved budget.
- F. 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.
- G. Secures and nominates for employment the best qualified and most competent credentialed and classified personnel.
- H. Assigns and transfers employees as the interest of the District and negotiated agreements may dictate, and reports such action to the Board for information and record.
- I. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
- J. Holds such meetings with all personnel as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- K. Serves as the chief public relations officer of the District, keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
- L. Delegates at own discretion to other employees 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 responsibilities.
- M. 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.
- N. Serves as the District's chief instructional leader. Assures study and revision of all curriculum guides and courses of study, on a continuing basis.
- O. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the schools.

- P. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- Q. 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.
- R. Oversees that adequate records are maintained for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Also acts as custodian of records and contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- S. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- T. Provides suitable instructions and regulations to govern the use and care of school properties.
- U. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda.
- V. Performs other tasks as specified by state statute or as may be assigned by the Board, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.

TERMS OF EMPLOYMENT: Twelve months a year, salary and fringe benefits to be arranged with the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent. The Superintendent shall hold a superintendent's certificate and may be appointed by the Board of Education for a term of not more than five (5) years beginning the first day of August and ending the thirty-first day of July. The Superintendent shall serve on a twelve (12) month contract. The Superintendent may be reemployed the calendar year preceding the year of expiration of his/her contract of employment. The Superintendent shall be reemployed prior to March 1 of the year of contract expiration.

The Board of Education shall enter into an employment contract with the Superintendent, which shall include the following information:

- A. The title of the position;
- B. A job description for the position;
- C. The term for which employment is contracted including beginning and ending dates;
- D. The annual salary and the intervals at which it will be paid;
- E. Other compensation including benefits;

- F. The annual number of days to be worked;
- G. The annual number of days of vacation and holidays; and
- H. Such other matters as may be agreed upon.

The Superintendent of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Board of Education, supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.

The Superintendent of Schools, at his/her discretion may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

The Superintendent shall perform such duties as set forth in the Ohio Revised Code and the Board adopted job description. The Superintendent's salary may be increased during the term of office but shall not be decreased unless coincident action involves a general reduction in the Board's adopted salary schedule for teachers and other employees.

Board Approved August 16, 2011

The Board of Education supports the concept and application of team management in the administration of the Franklin Local Schools.

The Superintendent of Schools shall lead, determine structure, and designate membership for the total management team. The team is responsible to the Superintendent who, in turn, is responsible to the Board.

For operational purposes a district administrative support team representing all levels of administration shall be established to facilitate the decision-making process for the management team. Moreover, teams may be constituted as necessary to carry out specific organizational goals or objectives.

The Superintendent of Schools shall designate members of the district management team to participate with the Board negotiating team in negotiations with employee groups. While the Franklin Local Board of Education is charged by the State of Ohio with the responsibility for providing opportunities for the children of its schools and of directing those public school activities, which the state entrusts to its care and supervision, a carefully planned pattern of administrative authority is observed by the Board. In fulfilling its obligations, the Board acts through the power of legislation by the determination of policies and the evaluation of the results. The direct administration of the school system is delegated to the Superintendent of Schools whom the Board appoints to act as chief executive officer of the Board. The Superintendent is held individually and directly responsible to the Board of Education for the execution

of all its policies and its legislation, for the development, supervision and operation of the school program and facilities, and for such other duties assigned to him/her by the Board.

In the absence of Board policy, the Superintendent shall exercise his/her best judgment in addressing any situation which may arise. However, the Superintendent's decision may be subject to review by the Board of Education at its next regular meeting. It is the Superintendent's duty to inform the Board of Education of any such action and of the need for an official policy.

In general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. In administering the policies of the Board, the Superintendent may promulgate and implement administrative guidelines, procedures, and regulations. As long as the contents of these administrative guidelines, procedures and regulations are not inconsistent with Board policy or federal or state laws, rules, or regulations, they shall be considered an extension of Board policy and binding upon all employees, students, and other persons.