

KENTON CITY BOARD OF EDUCATION

JOB DESCRIPTION

Locator Index: 1.01

Board Approved: 05/22/95

- Title:** **1.01 Superintendent of Schools**
- Reports To:** Board of Education
- Employment Status:** Full Time
- FLSA Status:** Exempt
- Qualifications:** 1. State of Ohio Superintendent's Certificate.
2. Shall meet requirements of law and be governed by Ohio Law.
- General Description:** Serves as the executive officer of the Board of Education and as the administrative head of the school system.
- Essential Functions:**
1. Attends all meetings of the Board of Education, except when except when his/her contract is being considered, as their chief executive officer and professional advisor.
 2. Has charge of the administration and supervision of the school system.
 3. Recommends to the Board policies concerning the organization, organization, finance, school plant, instruction, and other functions of the district's programs. This includes:
 - a. Insurance,
 - b. Pupil transportation,
 - c. Building repair,
 - d. Assignment of students to various buildings,
 - e. Construction of buildings,
 - f. Cafeteria, and
 - g. Rental of buildings in accordance with plans adopted by the Board.
 4. Develops into action administrative policies and procedures consistent with Board policy, rules and regulations of the Ohio Department of Education, and provisions of the laws in the State of Ohio.

5. Serves as an ex-officio member of all committees named by the Board.
6. Supervises the preparation of the annual budget, appropriation resolution, and presents them to the Board with recommendation for adoption.
7. Establish and maintain an effective on-going program of public and community relations.
8. Recommend all employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board and shall assign and supervise all instructional and non-instructional personnel.
9. Maintain a current personnel file of all employees and report to the report to the Board on evaluation of all employees.
10. Encourage continuance of professional growth of all employees through training, workshops, seminars, and professional meetings.
11. Informs the Board about all aspects of the educational system as well as local, state, and national items that affect education.
12. Prepares an agenda and distributes to Board members prior to each regular meeting.
13. Prepares all reports and maintains such records as required by law, required by law, regulation, and/or by the Board of Education.
14. Supervises the formulation of salary schedules for all employees of the Board of Education and recommendation of such.
15. Conducts a continuous study of the district's development and needs keeping the public informed thereon.
16. Advises or directs staff negotiations with the approval of the Board.

17. Recommend a school calendar for the school district.
18. Takes such immediate action, as deemed necessary, in all cases of calamity, acts of nature, or other emergencies.
19. Supervises the school district in conformity with state law, regulations of the Ohio Department of Education, and the adopted policies of the Board of Education.
20. Supervise the purchase and distribution of all textbooks, workbooks, and other educational supplies and materials. All such purchases shall be on authorized purchase orders bearing the certification of the treasurer of the board. The superintendent shall purchase various other items of equipment upon specific instruction of the Board.
21. Assure that schedules of classes, courses of study, and curriculums offered conform to the state standards and county adoptions.
22. Evaluates Board and administrative policies for the entire school district and apprises Board of the evaluation.
23. May assign to any subordinate any duties or powers delegated to superintendent by statute or by the Board, but in so doing, he/she must assume full responsibility for the result. However, all reports and recommendations to the Board from an officer or employee under his/her direction shall be made through the superintendent's office.
24. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees and receives from employees all communication to be made to the Board.
25. Summons employees of the district to attend such regular or occasional meetings as are deemed necessary to carry out the educational programs of the district.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Shall perform such other duties as the Board of Education may assign/determine.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.