

## QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

### Qualifications

#### Minimum

1. Master's degree with a major in educational administration and curriculum.
2. At least five years of public school experience, including supervision/curriculum and administration.
3. Superintendent's (city) certificate valid in the State of Ohio.

The Superintendent shall serve as the chief executive and administrative officer of the Board. He/She shall have, in addition to the powers and duties imposed upon his/her office by federal and state statutes and Board rule, all executive and administrative powers and duties in connection with the conduct of schools which are not required by statute to be exercised directly by the Board or another officer. The Board may determine to delegate, from time to time, specific authority for the Superintendent to act; however, such delegation shall not be in conflict with existing state and federal statutes and shall be in the form of a Board resolution.

### Duties of Superintendent

The Superintendent shall:

1. be responsible for the development and maintenance of a positive educational program designed to meet the needs of the students and community, and in conformity with standards and regulations of the Ohio State Board of Education;
2. prepare the agenda for each Board meeting;
3. attend all deliberations of the Board except when his/her contract is being considered;
4. direct and assign teachers and other employees of the District under his/her supervision;
5. assign students of the District to the proper schools and grades;
6. nominate teachers, principals, supervisors, and other personnel for employment;
7. issue age and schooling certificates to children attending school;
8. forward information to the superintendent of schools of a district to which child moves;
9. certify to the Superintendent of Public Instruction all the information required by statute and by request;
10. administer the District in conformity with the adopted policies of the Board;
11. develop administrative principles and procedures for implementing Board policies;
12. recommend employees for demotion, transfer or dismissal in accordance with Board policies and state statutes;

13. recommend for adoption all textbooks and supplementary material;
14. recommend for adoption salary schedules that are within the financial resources of the community and
15. perform such other duties as the Board may determine.

Special Responsibilities to be Performed by the Superintendent

Proposal of Suggested Policies

Suggested policies and/or changes in existing policies shall be made to the Board as, in the judgment of the Superintendent, are necessary for the efficient operation of the District. The Superintendent shall assist the Board by preparing and presenting data and explanations in its duty of legislating for the District.

Determination of Curriculum Adequacy

The Superintendent shall be responsible for the development and effective operation of such curriculums, special courses, and activities as will provide a complete and adequate system of instruction and physical care for all students attending the schools. It shall also be his/her responsibility to determine the adequacy and progress of the educational program in individual schools, to suggest means for improvement, and to report any deficiencies.

Recommendation of New Curriculum

It shall be the responsibility of the Superintendent to report to the Board on new developments in education, together with his/her suggestions as to desirability and/or feasibility of changes in the curriculum and in the instructional programs of the District.

Annual Budget

The Superintendent, with the Treasurer, shall prepare and submit to the Board the annual budget and the annual appropriations.

The Superintendent shall direct the development of the annual budget preparatory to its adoption by the Board, and shall be responsible to the Board for maintaining expenditures within the limits prescribed by each major category within the appropriations as approved. The Superintendent shall administer the appropriations as enacted by the Board, acting in accordance with legal requirements, and the adopted policies, schedules, procedures, accounting techniques and other business, financial and administrative controls established by the Board.

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