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ADMINISTRATION GOALS

The District's administrative organization is designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies implemented through the Superintendent. The Board is responsible for specifying its requirements and expectations of the Superintendent and for holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent is responsible for clearly specifying the Board's requirements and expectations for all other administrators and for holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administration in the District are to:

1. manage the District's various departments and programs effectively;
2. provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each and recommending a selection from among the alternatives;
3. implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as to:
 - A. provide leadership in keeping abreast of current educational developments;
 - B. arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
 - C. coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
 - D. provide access to the decision-making process for the ideas of staff, students, parents and others;
4. develop an effective program of evaluation which includes every position, program and facility in the District and
5. develop and use a team management approach.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

CROSS REFS.: AF, Commitment to Accomplishment
CD, Management Team
GCL, Certificated Staff Development Opportunities
GDL, Classified Staff Development Opportunities

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

- Title: Superintendent of Schools, Logan Elm School District
- Job Goal: To provide Districtwide leadership in improving teaching and learning that increases achievement and promotes success of all students.
- Qualifications:
1. Strong record of successful experience in the areas of school administration, instruction, curriculum and finance.
 2. An earned master's degree with a major in educational administration; preferably, completion of one year of graduate work beyond the master's degree.
 3. A valid superintendent license issued by the state of Ohio.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Department: Administration
- Building/Facility: Central Office
- Reports to: Board of Education
- Supervises: Directly or indirectly, every District employee
- Employment Status: Regular/Full-time
- ELSA Status: Exempt

General Description: The Superintendent is the educational leader who promotes the success of all students in being responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District and for advising and making recommendations to the Board with respect to such activities. He/she shall perform all the duties and accept all of the responsibilities complying with federal and state mandates and local Board policies.

Primary Activities

The Superintendent shall possess the following powers and be charged with the following duties:

1. To be the Chief Executive Officer (CEO) of the District, with the right to speak on all matters before the Board, but not to vote.
2. To enforce all provisions of law and all rules and regulations relating to the management and safety of the District and administer, supervise, direct and evaluate the Districts educational system.

Relationship with Board of Education

1. Attends and participates in meetings of the Board.
2. Informs and advises the Board about the programs, practices and problems of the schools, as well as activities operating under the authority of the Board.
3. Implements Board policies; advises the Board when he/she identifies the need to add, modify or delete a policy.
4. Submits recommendations to the Board relative to matters requiring Board action, supported by data and information as necessary to make informed decisions.
5. Recommends, annually, to the Board Districtwide goals. Monitors and reports back to the Board, at least semi-annually, on the progress toward achieving the goals.
6. Works with the Board to develop a vision for the District and a comprehensive long-range plan.
7. Represent Board as liaison between District, community and employees.
8. Consulting with Treasurer and Board President, prepare and distribute agenda to Board members at least 72 hours prior to each meeting.

Budget/Negotiations/Legal

1. Acts as District purchasing agent.
2. Assist in the preparation of annual operating appropriations/budget recommendations based on guidelines set by the Board. Works with the Treasurer and Board to develop the final budget. Implements the approved budget.

3. See that effective relations with employee organizations are maintained. Administer direct and coordinate collective bargaining negotiations with employees of the District.
4. Files all state and local required reports
5. Represents Board in hearings/appeals

Educational Leadership and Curriculum

1. Keeps informed of current curricular and educational thoughts, trends and practices, as well as proposed legislation impacting the schools. Informs the Board of significant developments in these areas.
2. Oversees development and implementation of objectives and long-range plans for curriculum and instructional evaluation and improvement.
3. Assures continuous study and revision of curriculum guides and courses of study and recommends adoption to the Board. Supervises the purchase and distribution of textbooks, workbooks and other educational materials.
4. Provide rules for classification and advancement of students.

Personnel

1. Perform personnel-related functions including recommendations for hiring, appointing, promoting, demoting, discharging, assigning and transferring as the interests of the District may indicate.
2. Ensures the hiring of qualified and competent personnel.
3. Communicate personnel matters to employees.
4. Assures professional development opportunities are provided to the District staff.
5. Assures systematic performance evaluation of District personnel and takes necessary actions regarding any employee whose performance is judged to be unsatisfactory.
6. Holds such meetings of District personnel as are necessary for discussion of matters related to the welfare and improvement of the schools.
7. Oversees employee relations in the school system.

8. Maintain personnel files on current employees.
9. Approves vacation schedules for salaried District employees.
10. Conduct regular District administrative hearings.
11. Delegate duties to other staff members as appropriate.

Facilities and Transportation

1. Determines, with the Board, short and long-range building needs and oversees implementation of construction, operation and maintenance programs, including new and/or existing sites.
2. Represents the District before local or state agencies which control building requirements or provide financing for buildings.
3. Make Board recommendations about student transportation in accordance with law and safety requirements.

General Management

1. Continually evaluates District progress and needs.
2. Takes necessary steps to assure the safety and welfare of students and employees in the District and at school-sponsored activities. Also takes action to assure the safety of students in transit to and from school.
3. In cooperation with the Treasurer, maintains records for the District, including financial accounts, business and property records, personnel, scholastic and school population records. Acts as custodian of such records and of all contracts, documents, securities, title papers, books and other papers of the Board.
4. Prepare annual school calendar for Board adoption.

Communications/Public Relations

1. Maintains open lines of communication and cooperative working relationships with other boards and departments of state and city government. When appropriate, attends meetings of state and city agencies at which matters relating to the District appear on the agenda or are expected to be raised.

- 2. Establish and maintain open lines of communication and cooperative relationships with District staff, the Board, parents and the community at-large.
- 3. Maintain respect at all times while serving as a role model instilling ethics and value.

(Performs other appropriate tasks which may be assigned by the Board of Education)

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

Board President	Date
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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature	Date
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[Adoption date: May 23, 1995]
 [Re-adoption date: May 11, 1998]
 [Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3319.01; 3319.22

CROSS REFS.: CBAA, Incapacity of the Superintendent
 CBG, Evaluation of the Superintendent (Also AFB)
 CCA, Organizational Chart
 CCB, Staff Relations and Lines of Authority

INCAPACITY OF THE SUPERINTENDENT

As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.

Should the Superintendent become incapacitated, the Board appoints a superintendent pro tempore who shall meet the certificate requirement as established by law. The appointment is made by a majority vote of the Board and only after the conditions relating to incapacity are met in accordance with State law and the Family and Medical Leave Act.

The Superintendent Pro Tempore performs all the duties and functions of the Superintendent and may be removed at any time by a two-thirds majority vote of the members of the Board or upon return to full-time active service of the Superintendent.

[Adoption date: May 23, 1995]

[Re-adoption date: January 10, 2000]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
ORC 3319.01; 3319.011; 3319.13; 3319.16

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent
GBR, Family and Medical Leave

INCAPACITY OF THE SUPERINTENDENT

A superintendent pro tempore is appointed by a majority of the members of the Board upon determining that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Superintendent, if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease which could be communicated to others;
2. upon certification of the attending physician that the Superintendent is unable to perform the duties of the office of Superintendent;
3. upon the determination of a referee that the Superintendent is unable to perform the duties of the office of Superintendent;
4. upon the granting of a leave of absence without pay requested by the Superintendent for reasons of illness, injury or other disability or
5. upon the placing of the Superintendent upon an unrequested leave of absence without pay for reasons of illness or other disability.

During the period of incapacity, the Superintendent may:

1. at his/her request, be placed on sick leave, with pay, not to exceed the extent of his/her accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;
2. at his/her request, or without such request, pursuant to the Family and Medical Leave Act, be placed on unpaid FMLA leave for up to 12 weeks per year and
3. at his/her request, or without his/her request, the Superintendent may be placed on a leave of absence without pay.

The leave provided during the period of incapacity (described above) will not extend beyond the contract or term of office.

The Superintendent may, upon request to the Board, be returned to active-duty status, unless the Board denies the request within 10 days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that he/she is capable of resuming such duties and that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service; upon the determination that he/she is able to resume his/her duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and has the same rights as are granted under State law.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with State law. He/She serves until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is earlier.

(Approval date: March 25, 2008)

SUPERINTENDENT'S CONTRACT

The appointment of the Superintendent is secured through a written agreement stating the terms of the contract. The contract meets all state requirements and protects the rights of both the Board and the Superintendent.

The Superintendent is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. The period of time in which a Superintendent's contract may be renewed begins on January 1 of the year prior to the contract's expiration and ends on March 1 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year.

If at any time, in the opinion of the majority of Board members, the Superintendent's services are considered unsatisfactory, he/she may be notified and may be given an opportunity to correct the deficiencies. Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

If the Board intends to nonrenew the Superintendent's contract, notice in writing of the intended nonrenewal must be given to the Superintendent on or before March 1 of the year in which the contract expires.

[Adoption date: May 23, 1995]

[Re-adoption date: August 14, 2006]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.225; 3319.27

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent
CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent (Also AFB)
CBI, Board-Superintendent Relationship (Also BCD)

EVALUATION OF THE SUPERINTENDENT

The Board evaluates the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and the Superintendent;
3. provide administrative leadership for the District and
4. identify strengths and weaknesses of the Superintendent's performance.

Criteria for the evaluation of the Superintendent are based upon the Superintendent's job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Superintendent and adopted by the Board.

The Board evaluates the abilities and services of the Superintendent at least once a year.

The evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent in conference. The Board may consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REF.: ORC 3319.01

CROSS REFS.: AF, Commitment to Accomplishment
BDC, Executive Sessions
CBA, Qualifications and Duties of the Superintendent
CBC, Superintendent's Contract

BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a board and the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members:

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

CROSS REFS.: BDC, Executive Sessions
CBC, Superintendent's Contract

ORGANIZATIONAL CHART

In Concept Draw

[Adoption date: March 25, 2008]

CROSS REF.: CCB, Staff Relations and Lines of Authority

Logan Elm Local School District, Circleville, Ohio

STAFF RELATIONS AND LINES OF AUTHORITY

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's organizational chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary. All personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the District.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)
ACAA, Sexual Harassment
BG, Board-Staff Communications (Also GBD)
CCA, Organizational Chart
CD, Management Team
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

MANAGEMENT TEAM

The Board endorses the management team concept for the District. The management team of the District consists of two groups.

Policy Team

The Board, Superintendent and Treasurer comprise the team. The Board President serves as team leader. Primary responsibilities of this team are to establish policies to guide the District and to ensure that the policies are carried out.

Administrative Team

All administrators within the District comprise this team. The Superintendent serves as team leader. This team is responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating, guided by the policies established by the policy team and adopted by the Board.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive environment in which collaborative problem solving and decision making can take place.

Guidelines for implementing this policy are a primary management team concern. These guidelines include procedures for:

1. convening the team;
2. implementing in-service management team training;
3. establishing team evaluation and
4. implementing goals and objectives of the District.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

CROSS REFS.: CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority
CE, Administrative Councils, Cabinets and Committees

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as are necessary for proper administration of the Board policies and for the improvement of the total educational program.

All councils, cabinets and committees created by the Superintendent are for the purposes of obtaining the advice and counsel of administrative and supervisory personnel of the District and aiding in District communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the Superintendent. Authority for establishing policy remains with the Board. Authority and responsibility for implementing policy remain with the Superintendent.

The membership composition and responsibilities of administrative councils, cabinets and committees are defined by the Superintendent and may be changed at his/her discretion.

Such councils, cabinets and committees need not meet the requirements of the Sunshine Law.

[Adoption date: May 23, 1995]

[Re-adoption date: May 11, 1998]

[Re-adoption date: March 25, 2008]

CROSS REFS.: BF, Board Policy Development and Adoption
CD, Management Team

POLICY IMPLEMENTATION

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

There are many activities which are common to all schools, but procedures for conducting them may vary from building to building. Principals establish procedures for conducting activities in their individual schools within the larger framework of District regulations and Board policies.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REFS.: CHA, Development of Regulations
CHB, Board Review of Regulations (Also BFCA)
CHC, Regulations Dissemination

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the regulations and detailed arrangements under which the schools operate. They must be consistent with the policies adopted by the Board.

The Board itself formulates and adopts regulations only when required by law, or when the Superintendent recommends Board adoption in light of strong community attitudes and/or potential staff reaction.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

State law requires the Board to make “rules and regulations” for the government of the District, its employees, students and all other persons entering the District’s grounds and premises.

Before issuance, Board regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board are so marked. All others appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies these administrative regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

[Adoption date: May 23, 1995]

[Re-adoption date: July 25, 2005]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REFS.: BF, Board Policy Development and Adoption

CH, Policy Implementation

CHC, Regulations Dissemination

REGULATIONS DISSEMINATION

Districtwide regulations are appropriately coded and included in the policy manual, which is available in the Board offices and in each school building.

The Superintendent devises a means for disseminating particular regulations, prior to their effective dates, to the staff members, students and/or members of the public who are directly affected by them.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students and their parents to review and become familiar with all policies and rules contained in the handbooks.

It is essential that the contents of all handbooks conform with Districtwide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the District. Student handbooks should be consistent by both grade and building levels. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policies and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval.

All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: May 11, 1998]

[Re-adoption date: July 25, 2005]

[Re-adoption date: March 25, 2008]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks
Student Handbooks

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action that would be in accordance with the overall policy of the Board. The Superintendent is not free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case, the Superintendent shall present the matter to the Board for its consideration at its next meeting.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.18; 3313.20

CROSS REF.: BF, Board Policy Development and Adoption