

## **QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT**

Title: Superintendent

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serves as the chief executive officer of the Fairview Park School District.

Essential Functions (including but not limited to):

1. Performs work including, but not limited to administering the planning, development and implementation of the district's educational program in conformity with adopted policies of the Board, the rules and regulations of the State Department of Education and the laws of the State of Ohio. Applies the basic principles of continuous quality improvement in setting goals for the district and measuring results.
2. Top management responsibility for supervision of a major public safety or health function and the enforcement of the laws and standards of public safety or health.
3. Responsible for providing managerial direction, through subordinate managers, to the entire organization.
4. High degree of independent judgment and ingenuity are required. Makes frequent and numerous independent decisions, highly complex.
5. Work consists of defining, planning, implementing and maintaining large, critical, complex and essential public services and determining appropriate policies to guide subordinate managers in the work.
6. Communicates with elected officials and influential persons in the community and all school personnel. May require justifying, negotiating and settling highly significant or sensitive issues. Divergent viewpoints and objectives are often encountered; considerable skill is required in diplomacy, persuasion and negotiation.

Other Duties and Responsibilities:

1. Provides leadership to the staff in the continuous improvement of the education program in the schools.
2. Provides leadership in planning, developing and monitoring work in the follow areas: finance/operations, curriculum/instruction, human resources and community/school relations.
3. Conducts regular scheduled meetings of staff members for the purpose of sharing information, problems and solutions.
4. Develops a comprehensive school/community relations program.
5. Prepares and monitors the administration of the annual budget.
6. Prepares monthly and annual reports on all phases of operation of the school system.
7. Recommends policies/rules/regulations/procedures determined to be required for school district operations.
8. Informs and advises the Board about programs, practices and problems of the district's schools.
9. Develops administrative principles and procedures for implementing policies adopted by the Board.
10. Recommends personnel for appointment, dismissal, promotion and demotion.
11. Interprets personnel policies to staff members.
12. Provides opportunities for growth of personnel through the delegation of added responsibilities and provides in-service training.
13. Develops and maintains a program of public relations that keeps the community fully and regularly informed concerning district activities and accomplishments.
14. Prepares agenda for meetings of the Board.
15. Recommends actions affecting all certificated and non-certificated personnel to the Board.
16. Develops a quality organization for effective function of the school system.
17. Works with the Total Quality concepts and assures that all employees in the school system apply the quality principles/processes.
18. Evaluates the programs and services of the district.

Qualifications:

1. Five years of public school experience in supervision and administration.
2. Master's or doctor's degree in educational administration and supervision.
3. A valid Superintendent's certificate as prescribed by the State of Ohio.

Required Knowledge, Skills and Abilities:

1. Extensive knowledge of school board policies/rules/regulations/procedures relating to all aspects of district's operation.
2. Extensive knowledge of Ohio statutes and Ohio Department of Education rules and regulations.
3. Knowledge of curriculum and instructional theory and practices.
4. Knowledge of management principles and financial planning.
5. Executive knowledge of how to manage a complex and multifaceted organization.
6. Coordinating skills to schedule meetings and district activities.
7. Administrative skills such as monitoring financial data, interpreting policies and procedures and overseeing the operation of the district.
8. Analytical skills to interpret information for decision-making, conduct research and assess district programs and activities.
9. Communications skills such as interviewing, mediating and negotiating with district employees and the general public.
10. Leadership skills to motivate and develop rapport with district employees and to establish district goals.
11. Planning skills such as forecasting, budgeting, resource allocation and change introduction/implementation.
12. Mathematical skills to interpret data and to prepare and maintain district budgets.
13. Software/word processing skills to access Internet and compose correspondence.

Equipment Operated:

1. Equipment used consists of computer, printer, fax machine and other standard office equipment.

Additional Working Conditions:

1. Work is conducted in an office environment.
2. Work is essentially sedentary, with occasional light lifting.

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

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.

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Board President

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Date

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.

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Signature

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Date

LEGAL REFS: O.R.C. §3319.01

Adopted: September 20, 2011