

SECTION C: GENERAL SCHOOL ADMINISTRATION

CA	Administration Goals
CAA*	District Administration Priority Objectives
CB*	School Superintendent
CBA	Qualifications and Duties of the Superintendent
CBAA	Incapacity of the Superintendent
CBB*	Recruitment and Appointment of the Superintendent
CBC	Superintendent's Contract
CBD	Superintendent's Compensation and Benefits
CBE*	Superintendent's Development Opportunities
CBF*	Superintendent's Consulting Activities
CBG	Evaluation of the Superintendent (Also AFB)
CBH*	Superintendent's Termination of Employment
CBHA*	Superintendent's Retirement
CBI	Board-Superintendent Relationship
CC*	Administrative Organizational Plan
CCA	Organizational Chart
CCB	Staff Relations and Lines of Authority
CD*	Management Team
CE	Administrative Councils, Cabinets and Committees
CF*	School Building Administration
CG*	Special Programs Administration
CGA*	Summer Program Administration
CGB*	Adult Education Program Administration
CGC*	State and Federal Programs Administration
CH	Policy Implementation
CHA	Development of Regulations
CHB	Board Review of Regulations (Also BFCA)
CHC	Regulations Dissemination
CHCA	Approval of Handbooks and Directives
CHD	Administration in Policy Absence (Also BFE)
CI*	Temporary Administrative Arrangements
CJ*	Administrative Intern Program
CK*	Program Consultants

CL* Administrative Reports
CM School District Annual Report

*denotes areas not covered by Board policy

ADMINISTRATION GOALS

Proper administration of the schools is essential to a successful educational program. The general purpose of the District's administration will be to coordinate and supervise the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board will rely on the Superintendent to provide the professional leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the Superintendent.

The Superintendent and the administrative staff will have the authority and responsibility necessary for their specific administrative assignments. Each administrator will also be accountable for the effectiveness with which the administrative assignments are carried out. The Board will be responsible for clearly specifying its requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying the Board's requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of the administration in the District will be:

1. to manage the District's various departments and programs effectively;
2. to provide professional advice and counsel to the Board of Education 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. to implement the management function so as to assure the best and most effective learning programs, through achieving such other goals as:
 - A. providing leadership in keeping abreast of current education developments;
 - B. arranging for the staff development necessary to the establishment and operation of learning programs that better meet student needs;
 - C. coordinating cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
 - D. providing access to the decision-making process for the ideas of staff, students, parents and others.
4. to develop an effective program of evaluation that includes every position, program and facility in the District and

5. to develop and use a team management approach.

1 of 2

File: CA

[Adoption date: September 18, 1990]
[Re-adoption date: December 17, 2002]

CROSS REFS.: AF, Commitment to Accomplishment
GCL, Professional Staff Development Opportunities

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: Serve as District's chief executive officer; administer, supervise, direct and evaluate District's educational system

Essential Functions:

1. ensure safety of students
2. perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment and transfer, communicate personnel matters to employees, evaluate staff, provide in-service education to staff and maintain personnel files on current employees
3. direct staff negotiations
4. file state and local required reports
5. assist in preparation of annual budget and appropriations resolution for Board to consider
6. act as District's purchasing agent
7. establish and maintain public relations program to inform public of District's activities and needs
8. recommend courses of study, curriculum guides and changes in texts and time schedules to Board
9. supervise teaching, supervision and administration methods
10. propose new policies to Board
11. continually evaluate District's progress and needs
12. conduct regular District administrative hearings
13. prepare annual school calendar for Board adoption
14. delegate duties to other staff members
15. prescribe rules for classification and advancement of students
16. make Board recommendations about student transportation in accordance with law and safety requirements
17. recommend location and size of new school sites and additions to existing sites
18. represent Board as liaison between District and community

19. inform Board about educational system as well as local, state and national issues affecting education
20. prepare and distribute agenda to Board members prior to each regular meeting
21. take immediate action in cases of calamity, acts of nature or other emergencies

1 of 3

22. maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.
23. make contacts with public with tact and diplomacy
24. interact in positive manner with staff, students and parents
25. attend meetings and in-services as required

Other Duties and Responsibilities:

1. act as liaison between employees and Board
2. attend local, state and national conferences
3. approve vacation schedules for salaried District employees
4. supervise the purchase and distribution of textbooks, workbooks and other educational materials
5. serve as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. instill in students belief in and practice of ethical principles and democratic values
7. respond to routine questions and requests in appropriate manner
8. perform other duties as assigned

Qualifications:

1. valid superintendent's certificate issued by state of Ohio
2. master's degree with major in educational administration, preferably with completion of one year of graduate work beyond master's degree
3. experience in teaching and administration totaling at least five years
4. valid driver's license
5. alternatives to above qualifications as Board may find appropriate

Required Knowledge, Skills and Abilities:

1. ability to communicate ideas and directives clearly and effectively both orally and in writing
2. effective, active listening skills
3. ability to work effectively with others
4. organizational and problem-solving skills
5. ability to organize and compile data for various state and federal reports
6. extensive knowledge of school finance
7. ability to recommend additions and/or changes to curriculum appropriate to students' needs
8. ability to handle multitude of tasks simultaneously and in timely manner
9. ability to handle constant pressure and substantial amounts of stress
10. ability to supervise variety of jobs and positions
11. strong visionary and leadership skills
12. ability and confidence to make decisions based on the best interest of students

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. frequent travel
2. frequent evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion, e.g., computer keyboard, calculator, typewriter
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

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.

Board President

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.

Signature

Date

[Adoption date: December 17, 2002]

LEGAL REF.: ORC 3319.01

CROSS REFS.: CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent (Also AFB)
CCA, Organizational Chart

CCB, Staff Relations and Lines of Authority

3 of 3

INCAPACITY OF THE SUPERINTENDENT

The Buckeye Joint Vocational Board of Education is obligated to provide the District with sound management in all areas. As a key member of the District, the Superintendent has a major responsibility in managing the operation of the public schools.

Should the Superintendent become incapacitated, the Board will appoint a superintendent pro tempore. The appointment will be made by a majority vote of the Board and only after the conditions relating to incapacity are met.

The Superintendent Pro Tempore shall perform 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: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16
Family and Medical Leave Act

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

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INCAPACITY OF THE SUPERINTENDENT

A Superintendent Pro Tempore will be appointed by a majority of the members of the Board of Education upon determining the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity will be determined in one of the following ways:

1. at the request of the Superintendent, if the Superintendent is absent with pay by reason 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 and is absent with pay by reason of personal illness, injury or exposure to contagious disease, which could be communicated to others;
3. upon the determination of a referee pursuant to ORC 3319.16 that the Superintendent is unable to perform the duties of the office of Superintendent and is absent with pay by reason of personal illness, injury or exposure to a contagious disease, which could be communicated to others;
4. upon the granting of a leave of absence, without pay requested by the Superintendent by reasons of illness, injury or other disability and
5. upon the placing of the Superintendent upon an unrequested leave of absence without pay by reason of illness or other disability pursuant to the Ohio Revised Code 3319.13 and 3319.16.

During the period of incapacity, the Superintendent will:

1. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave that may be authorized by Board policy and
2. at his/her request, or without such request, the Superintendent will be placed on a leave of absence without pay pursuant to the Ohio Revised Code 3319.13.

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

The Superintendent will, upon request of the Treasurer of the Board of Education, 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 and upon the determination that he/she is able to resume his/her duties, will return to active service.

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The Superintendent may request a hearing before the Board of Education on any action taken under this policy and will have the same rights as are granted under the Ohio Revised Code 3319.16.

The Superintendent Pro Tempore will perform all of 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 of Education.

The Board will fix the compensation of the Superintendent Pro Tempore in accordance with the Ohio Revised Code 3319.011. He/She will serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.

(Approval date: September 18, 1990)

(Re-approval date: December 17, 2002)

SUPERINTENDENT'S CONTRACT/COMPENSATION AND BENEFITS

The appointment of the Superintendent will be secured through a written agreement, stating the terms of the contract. The contract will meet all state requirements and will protect the rights of both the Buckeye Joint Vocational School District Board of Education and the Superintendent.

The Superintendent will be appointed for a term not to exceed five years. The term will commence on August 1 and continue through July 31 of the year in which the contract expires; however, the contract may be renewed in the year immediately preceding its expiration.

Salary and benefits will be determined by the Board at the time of the appointment and will be 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 will be notified and shall be given an opportunity to correct the deficiencies.

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

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3319.01; 3319.12

CROSS REFS.: BCD, Board Superintendent Relationship (Also CBI)
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 Buckeye Joint Vocational Board of Education strives to accomplish the following:

1. clarify the role of the Superintendent as seen by the Board;
2. develop harmonious working relationships between the Board and Superintendent;
3. provide administrative leadership for the school system 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 of Education evaluates the abilities and services of the Superintendent at least once a year.

Board consensus on the Superintendent's abilities and performance will be put in writing and made available and discussed with the Superintendent in conference. The Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 121.22
3319.01

CROSS REFS.: 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 educational duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: December 17, 2002]

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

IS THIS STILL YOUR CURRENT CHART

MACFLOW

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

CROSS REF.: CCB, Line and Staff Relations

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: December 17, 2002]

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

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: December 17, 2002]

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: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

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

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: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.33; 3313.47

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

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

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.

[Adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

CROSS REF.: 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: December 17, 2002]

LEGAL REFS.: ORC 3313.17; 3313.33; 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.

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. 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 policy 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: December 17, 2002]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbook
Student Handbook

ADMINISTRATION IN POLICY ABSENCE

In the absence of Buckeye Joint Vocational Board of Education policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board; however, the Superintendent will not be free to act when the action involves a duty of the Board which by law cannot be delegated.

In such case the Superintendent will present the matter to the Board for its consideration at its next meeting.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REF.: ORC 3313.18; 3313.20

SCHOOL DISTRICT ANNUAL REPORT

The Board issues a District annual report and an annual report for each building within the District as required by state regulations.

The format of the report will be designed by the administrative staff.

The content of the report will conform to state guidelines. The report is made available to all District residents.

[Adoption date: September 18, 1990]

[Re-adoption date: December 17, 2002]

LEGAL REFS.: ORC 3313.94
3315.07
3319.04; 3319.32; 3319.33
OAC 3301-38-09