

## SECTION C: GENERAL SCHOOL ADMINISTRATION

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## DISTRICT SUPERINTENDENT

The Superintendent is the chief administrator for the Board. In this capacity, the Superintendent shall assume total responsibility for the District's operation. The actions of the Superintendent shall be in accordance with Board policy, the Ohio Revised Code and such rules and regulations as adopted by the State Board of Education and administered by the Ohio Department of Education.

The Superintendent shall establish the administrative procedures and necessary climate to successfully cause the accomplishment of sound fiscal management; the employment and retention of qualified personnel; desirable personnel relations; the implementation, maintenance and improvement of essential career-technical and related programs; a relevant curriculum; the promotion of educationally productive student relations and those community relations necessary for the support of the District and its policies.

The Superintendent shall keep the Board informed of activities of the District and advise the Board as to policy needs.

[Adoption date: August 20,1992]

[Re-adoption date: May 16,2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3319.01; 3319.22

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

## 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 the District's chief executive officer; administer, supervise, direct and evaluate the 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 the Board to consider
6. act as the District's purchasing agent
7. establish and maintain public relations program to inform the public of the District's activities and needs
8. recommend courses of study, curriculum guides and changes in texts and time schedules to the Board
9. supervise teaching, supervision and administration methods
10. propose new policies to the Board
11. continually evaluate the 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
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 license 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 the Board may find appropriate

Required Knowledge, Skills and Abilities:

1. communicate ideas and directives clearly and effectively, both orally and in writing
2. effective, active listening skills
3. work effectively with others
4. organizational and problem-solving skills
5. organize and compile data for various state and federal reports

7. recommend additions and/or changes to curriculum appropriate to students' needs
8. handle multitude of tasks simultaneously and in timely manner
9. handle constant pressure and substantial amounts of stress
10. supervise variety of jobs and positions
11. strong visionary and leadership skills
12. 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: August 20, 1992]  
[Re-adoption date: April 1, 1997]  
[Re-adoption date: May 16, 2002]  
[Re-adoption date: September 16, 2010]  
[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3319.01; 3319.22

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

## 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: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.

Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 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: August 20, 1992)

(Re-approval date: May 16, 2002)

(Re-approval date: September 16, 2010)

(Re-approval date: September 17, 2015)

## 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. Should a vacancy occur mid-term, the Board can appoint a new hire to a term starting on a date-as long as the length of the contract does not exceed five years from the prior August 1. 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. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees.

The Board authorizes the annual payment of the Superintendent's accrued, unused vacation leave.

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.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 124.384(C); 124.39(C)  
3319.01; 3319.16; 3319.225

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)

Vanguard-Sentinel Career and Technology Centers, Fremont, Ohio

## 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 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 relates 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.

on the evaluation of the Superintendent's abilities and performance is written and made available to and discussed with the Superintendent.

The Board considers the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption date: August 20, 1992]

[Re-adoption date: April 17, 1997]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3319.01; 3319.16

CROSS REFS.: BDC, Executive Sessions

CBA, Qualifications and Duties of the Superintendent

CBC, Superintendent's Contract

CBI, Board-Superintendent Relationship (Also BCD)

## BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of the Board and that 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 District and keeping the Board informed about school operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board:

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 only 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: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3313.20(A)  
3319.01

CROSS REFS.: AFB, Evaluation of the Superintendent (Also CBG)  
BDC, Executive Sessions  
CBC, Superintendent's Contract

## ORGANIZATIONAL CHART

The legal authority of the District shall be transmitted through the Superintendent along specific paths, from person to person as shown on the Vanguard-Sentinel Career and Technology Centers organizational chart.

The District organizational chart shall be prepared by the Superintendent and approved by the Board. The lines on the chart shall represent direction of authority and responsibility. The chart may also indicate certain “staff” (as opposed to “line”) relationships.

The Superintendent shall keep the administrative structure up-to-date with the needs for supervision and accountability in the school system; therefore, the Superintendent may, from time to time, recommend changes in the District organizational chart with Board approval.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: June 16, 2005]

[Re-adoption date: August 17, 2006]

[Re-adoption date: August 16, 2007]

[Re-adoption date: August 21, 2008]

[Re-adoption date: August 20, 2009]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]



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ORGANIZATIONAL CHART

## MANAGEMENT TEAM

The Board endorses the management team concept for the Vanguard-Sentinel Career and Technology Centers. The management team will consist of all administrators, with the Superintendent serving as team leader. This team will be responsible for carrying out the functions of planning, organization, staffing, implementing and evaluating under the guidance of the policies established 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 atmosphere where collaborative problem solving and decision-making can take place.

The approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities and the development of long-range plans. Although the concept promotes collaborative efforts, it also recognizes the need for independent administrative action in appropriate areas. It in no way functions to inhibit responsible decision making.

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

CROSS REF.: CCA, Organizational Chart

## 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 Open Meetings Act (Sunshine Law).

[Adoption date: September 17, 2015]

CROSS REF.: CD, Management Team

## 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 student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students to review and become familiar with all policies and rules contained in the handbook.

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: May 16, 2002]

[Re-adoption date: June 16, 2005]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

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

[Adoption date: August 20, 1992]

[Re-adoption date: May 16, 2002]

[Re-adoption date: September 16, 2010]

[Re-adoption date: September 17, 2015]

LEGAL REFS.: ORC 3313.18; 3313.20(A)