

ATHENS CITY SCHOOL DISTRICT

CHAUNCEY, OHIO

Title: SUPERINTENDENT **File: 101**

Reports To: Athens City School Board of Education

Job Objective: Serve as the Athens City School Board of Education's chief executive officer and administrative head of the school district. Administer district programs accountable to all local, state, and Federal rules and regulations. Accountable for the planning, organization, and operation of the schools according to board policies. Provide leadership for staff and board development. Provide leadership for the implementation and evaluation of innovative services. Ensure the highest quality of educational services with the resources available. Keep the community informed about school programs, services, and activities.

- Minimum Qualifications:**
- * A Master's degree or higher from an accredited college or university.
 - * A valid State of Ohio Superintendent's License.
 - * Meet all current health requirements including a negative tuberculosis test.
 - * Evidence of a clear record as determined by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.
 - * Meet all current North Central Association requirements.
 - * Meet all prerequisite qualifications to be bonded.

- Essential Functions:**
- * Administer school district operations and oversee the preparation of reports that comply with the Ohio Department of Education rules and regulations. Carry out the adopted policies of the Athens City School Board of Education. Enforce all local, state, and Federal laws.
 - * Directly accountable to the Athens City School Board of Education for the effective organization, management, and evaluation of all school programs and activities.
 - * Attend all Athens City School Board of Education meetings. Serve as an ex-officio member of all board committees.
 - * Prepare the agenda for each board meeting with the assistance of the Treasurer and Board President.
 - * Serve as the Athens City School Board of Education's professional advisor. Present professional recommendations on all problems and issues considered by the Board. Protect the confidentiality of privileged information.
 - * Monitor and evaluate current relevance of all policies originating with the Board. Recommend pertinent school policies for consideration.
 - * Develop administrative procedures to carry out board policies.
 - * Work with the Treasurer and management teams to develop an annual budget. Recommend for board consideration, a budget that maintains the highest quality of educational services based on the resources available.

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- * Work with Treasurer to present to the Board an annual appropriations designed to serve the needs of the school system.
- * Administer the financial operations of the school district to ensure adherence to the budget provisions and judicious use of funds.
- * Present annually, a district calendar for board adoption.
- * Keep the Board informed about school programs, services, and activities. Monitor and interpret emerging needs.
- * Establish management goals. Provide leadership to resolve problems. Maintain effective communications and sustain progress by means of regular administrative meetings.
- * Coordinate the planning process to select and recommend courses of study, textbooks, and other instructional materials. Present recommendations to the Board for adoption.
- * Provide leadership for planning, implementation, and evaluation of innovative services. Responsible for the continuous improvement in the instructional program.
- * Provide leadership to advance and carry out the district's long range technology plan.
- * Recommend employees for employment, demotion, transfer, non-renewal or termination according to board policies and state law.
- * Maintain program continuity by recommending qualified substitute teachers for employment.
- * Negotiate contractual agreements for supplemental services (e.g., special transportation services, out of district programs, physical and occupational therapy, etc.).
- * Oversee the implementation, maintenance, and evaluation of a suitable staff development program (e.g., opportunities for participation in professional associations, in-service training, workshops, seminars, etc.).
- * Organize internal and external programs that promote an understanding of school district policies, programs, services, activities, and goals. Promote a favorable image of the district. Encourage civic, business, and community residents to actively participate as partners in education.
- * Work cooperatively with the County Educational Service Center.
- * Maintain visibility and participate in community activities.
- * Responsible for a complete and accurate district wide record keeping system.
- * Oversee an ongoing program to maintain and preserve the district's buildings, grounds, and equipment. Formulate long range plans to address projected needs based on substantiated fact and anticipated trends.
- * Initiate immediate action during all emergencies.
- * Foster staff leadership development. Assume full responsibility for the results of duties delegated to subordinates.
- * Oversee the effective provision of transportation and food service programs.
- * Participate in professional growth activities to keep current with advances in knowledge and trends in education and organizational administration.
- * Serve as a role model for students. Demonstrate responsibility, citizenship, respect, and courtesy.
- * Perform other specific job-related duties as directed by the Athens City School Board of Education.

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- Abilities Required:**
- * Delivering and maintaining a positive school culture.
 - * Understanding and advancing the change process.
 - * Traveling freely throughout the buildings, grounds, and community.
 - * Maintaining a tactful disposition in dealing with other people.
 - * Promoting sound public relations and interpersonal communication that support the district's educational philosophy and mission.
 - * Encouraging the exchange of ideas and leading a group consensus.
 - * Communicating effectively using language and writing skills.
 - * Exercising critical judgements and perform complex tasks independently.
 - * Reacting productively to interruptions and changing conditions.
 - * Analyzing and interpreting data and formulating appropriate actions.
 - * Evaluating deficiencies and prescribing corrective actions.
 - * Identifying and expressing education and management issues to the Athens City School Board of Education, district administrators, staff, and the public.
 - * Developing, monitoring, and revising budgets.
 - * Analyzing written, statistical, and tabular materials, making appropriate judgements, and carry out prescribed actions.
 - * Punctual and able to maintain a good attendance record.
- Supervisory Responsibility:**
- * Manage the supervision and evaluation of all district personnel as authorized by the board policy.
- Working Conditions:**
- * Occasional exposure to blood, body fluids, and tissue.
 - * Occasional interaction with agitated or upset parents/public.
 - * Occasional interaction with disruptive or unruly students.
 - * Occasional exposure to student commotion.
 - * Occasional operation of a vehicle.
 - * Work under stress to meet schedules and deadlines.
 - * Work cooperatively with others.
 - * Considerable telephone contact and paperwork are required.
 - * Duties may require occasional work during the evening and/or weekend.
- Performance Evaluations:**
- * Job performance is evaluated following policy provisions adopted by the Athens City School District Board of Education.

The Athens City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex national origin, age, or disability.