

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Superintendent

**Reports To:** Governing Board

**Supervises:** N/A

**FLSA Status:** EXEMPT

### **Qualifications:**

- Holds a master's degree (or higher) in educational administration.
- Possesses a valid Ohio superintendent's license.
- Possesses five years of experience as a school administrator.
- Acquires additional or alternative qualifications as defined by the Governing Board.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

The Superintendent of the Educational Service Center (ESC) is the Chief Executive and Administrative Officer of the Governing Board. The Superintendent reports directly to the Board, has all powers and duties imposed upon the office by statute, and has all executive and administrative powers and duties for the overall operation of the ESC (which are not required by statute to be exercised directly by the board or treasurer). The Superintendent is the ESC's educational leader and exercises leadership through the ESC's administrators.

### **Major Policy Responsibility:**

The Superintendent works with the Governing Board initiating, developing, and recommending policies and district goals. The Superintendent is responsible for implementing and adhering to the Board's approved policies and goals throughout the overall operation of the district. The Superintendent may delegate, at his/her discretion, specific responsibilities/duties to assistants and subordinates, while maintaining final responsibility for any actions taken under such delegation.

**Key Functions:** The Superintendent shall model all ethical and professional attributes and behaviors that are expected of all ESC staff members.

### **Chief Executive Officer of the ESC:**

1. Directs and assigns teachers and other employees of the ESC.
2. Interviews, selects, and trains teachers and other employees of the ESC.
3. Sets hours of work for teachers and other employees of the ESC.
4. Handles employee grievances or complaints.
5. Disciplines teachers and other employees of the ESC.
6. Apportions work among teachers and other employees of the ESC.
7. Determines the type of equipment to be used in performing work or other materials needed.
8. Monitors work for legal or regulatory compliance.

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Governing Board

### **Vision, Continuous Improvement, and Focus of ESC's Work:**

The Superintendent shall establish a vision, expect continuous improvement, and develop a focused plan for achieving the ESC's goals.

1. Develop a shared vision for the ESC.
2. Create and execute a coherent plan with a limited, achievable number of focused goals and objectives.
3. Implement the ESC's plan and monitor the strategies for achieving the goals and objectives.
4. Communicate the ESC's vision, goals, and focused plan.
5. Engage the Board and key staff in a process that identifies objectives details activities, resources, timelines, standards, and monitoring processes necessary for the completion of ESC's goals and objectives.

6. Provide regular reports on progress.

### **Communication and Collaboration:**

The Superintendent will have processes in place to: facilitate communication and collaboration with the Board and district treasurer; establish and maintain effective relationships with ESC personnel; and engage the member school districts.

1. Demonstrate communication competence with stakeholders.
2. Develop, implement, and maintain effective communication systems.
3. Communicate effectively and openly.
4. Demonstrate a willingness to collaborate with the Board, the district treasurer, district staff, and external stakeholders.
5. Keep the public and staff informed about current educational practices, educational trends, policies, progress, and challenges to the ESC.
6. Assess public and staff beliefs about matters pertaining to the ESC.
7. Promptly respond to staff and community concerns
8. Execute activities that build and sustain positive community engagement.
9. Establish rapport with the media.

### **Policies and Governance:**

The Superintendent will identify, prioritize, recommend, and follow policies and governance procedures that maintain a focus on the central goal—the ESC’s mission statement.

1. Review, develop, and recommend policies for the district.
2. Implement and continuously assess policies and practices.
3. Identify and respond to societal and educational trends that affect the ESC and community.
4. Model and expect professional conduct.
5. Prepare and submit to the Board recommendations relative to all matters requiring board action; placing before the Board such necessary and helpful facts, information, and reports as needed to ensure the making of informed decisions.
6. Prepare the agenda for Board meetings, attend and participate in all meetings of the Board and its Committees, (except when own employment or salary is under consideration) and participate in all Board deliberations.
7. Keep the board informed.

### **Instruction:**

The Superintendent leads the creation of instructional systems designed for high student achievement and growth. The Superintendent shall place a primary focus on improving instruction and enhancing student learning. The Superintendent shall promote, support, and use research-based best practices for curriculum design and instruction.

1. Ensure the development of high-quality, standards-based curriculum.

2. Work with the ESC's member districts to ensure that the curriculum, instruction, and assessment programs are designed to provide full access and opportunity to all students consistent with available resources and legal mandates.
3. Provide for high-quality, professional development for all ESC member districts aligned with district state, and applicable national standards.
4. Promote the use of effective and appropriate technologies to support teaching and learning.

**Resources:**

The superintendent shall focus financial, human, material, technological, and facility resources to support the ESC's goals. The superintendent shall support individuals at all levels of the ESC and assume that he/she is a support and service organization of the schools. The superintendent shall organize the ESC to provide administrators the appropriate authority within the departments to make decisions and implement initiatives. The superintendent shall allocate adequate and equitable resources of the ESC to insure the success of each department.

**Special Projects, Other Duties and Skills:**

The Superintendent will identify, address, and resolve problems that emerge in the ESC which are unique or crucial to the overall operations of the ESC. The Superintendent will demonstrate leadership skills in the carrying out of his/her duties.

Leadership as demonstrated by the following skills:

1. effective written and oral communication skills,
2. sound and thoughtful decision-making skills,
3. facilitator of building a culture of trust and high expectations,
4. engages in self-development,
5. facilitates conflict management,
6. demonstrates creativity,
7. anticipates problems,
8. demonstrates entrepreneurial skills,
9. is a self-initiator,
10. demonstrates high ethical and professional behavior.

Professional and personal development through:

1. participation in local, state, and national professional organizations,
2. collaborates with other ESCs.
3. attends educational conferences,
4. reads current professional literature.

**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.
5. Occasional exposure to blood, bodily fluids, and tissue.

6. Occasional interaction among unruly children or adults.
7. Occasional operation of a vehicle under inclement weather/driving conditions.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised Governing Board Adopted: July 23, 2018**  
**Revised by Governing Board: November 19, 2018**