

SECTION C: GENERAL SCHOOL ADMINISTRATION

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*denotes areas covered by Board policy

ADMINISTRATION GOALS

Proper administration of the ESC is essential to a successful educational program. 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 administrative organization shall be designed so that all divisions and departments 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 and for 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 and for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of the administration will be to:

1. manages the various departments and programs effectively;
2. provide professional advice and counsel to the Board 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. implement the management function so as to ensure 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 which better meet student and staff 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 and community members.

File: CA

4. to develop an effective program of evaluation which includes every position, program and facility and
5. to develop and use a team management approach.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

CROSS REFS.: AF, Commitment to Accomplishment
GCL, Certified Staff Development Opportunities
GDL, Classified Staff Development Opportunities (Expense Reimbursement)

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Reports to:

Board Employe

nt Status: Regular/Full-

time FLSA Status: Exempt

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

Essential Functions:

1. 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
2. file state and local required reports
3. assist in preparation of annual budget and appropriations resolution for Board to consider
4. act as ESC's purchasing agent
5. establish and maintain public relations program to inform public of ESC's activities and needs
6. recommend courses of study, curriculum guides and changes in texts and time schedules to Board
7. supervise teaching, supervision and administration methods
8. propose new policies to Board
9. continually evaluate ESC's progress and needs
10. conduct regular ESC administrative hearings
11. prepare annual calendar for Board adoption
12. delegate duties to other staff members
13. represent Board as liaison between ESC and community
14. inform Board about educational system as well as local, state and national issues affecting education
15. prepare and distribute agenda to Board members prior to each regular meeting
16. take immediate action in cases of calamity, acts of nature or other emergencies
17. maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, Board executive sessions, etc.
18. make contacts with public with tact and diplomacy

19. interact in positive manner with staff, students and parents
20. 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 ESC employees
4. supervise the study and adoption of textbooks, 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 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
6. extensive knowledge of school finance
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 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 Required Training

1. Blood-Borne Pathogens
2. Hazardous Communications (HAZCOM)
3. Sexual Harassment
4. Child Abuse and Neglect Reporting
5. Other Board Required Training
6. Other Statutory Training Required

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 7, 1996]
[Re-adoption date: October 29, 2007]
[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.22

CROSS REFS.: CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent (Also AFB)
CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority

INCAPACITY OF THE SUPERINTENDENT

The Board is obligated to provide the ESC with sound management in all areas. As the executive officer of the ESC, the Superintendent has a major responsibility in managing the operation of the ESC.

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 Ohio law and the Family Medical Leave Act of 1993.

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: December 7, 1996]

[Re-adoption date: February 22, 1999]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: Family and Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR Part 825
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

It is the legal duty of the Board to appoint a Superintendent Pro Tempore by a majority vote of the members of the Board upon determination that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of his/her office.

The Board shall fix the compensation of the Superintendent Pro Tempore, who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner. He/She shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a two-thirds majority vote of the members of the Board. The Board will exercise its authority under law to determine the incapacity of the Superintendent in the following manner.

1. by request of the Superintendent if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease that 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, pursuant to ORC 3319.16, 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 pursuant to ORC 3319.13 and 3319.16.

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 twelve 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 pursuant to ORC 3319.13.

The foregoing leave shall not extend beyond the contract or term of office of the Superintendent unless mutually agreed to by the Board and Superintendent.

The Superintendent shall, upon request to the Treasurer of 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 the Superintendent is capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service and, upon determination that the Superintendent is able to resume his/her duties, the Superintendent shall return to active service.

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

(Approval date: December 7, 1996)

(Re-approval date: February 22, 1999)

(Re-approval date: October 29, 2007)

(Re-approval date: September 26, 2011)

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

The Board vests the primary responsibility for the administration of this Educational Service Center in the Superintendent. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent as chief executive officer and fix his/her salary and term of office, which shall be no more than five years per each contract.

The Board shall actively seek the best-qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members, the services of professional consultants, the counsel of the retiring Superintendent and the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. preparation of a written job specification for the position of Superintendent;
2. preparation of written specifications of qualification (in addition to proper State certification);
3. preparation of informative material describing this ESC and its educational goals;
4. where feasible, the opportunity for applicants to visit the ESC;
5. the requirement that each serious candidate for the position be interviewed by Board members in a format which encourages him/her to express his/her educational philosophy and
6. consideration of all applicants fairly without discrimination or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent unless he/she has signed an employment contract with the Board. Such contract shall include:

1. the term for which employment is contracted, including beginning and ending dates. (Said term shall not exceed five years.);

2. the salary that the Superintendent shall be paid and the intervals at which he/she shall be paid;
3. the benefits to which he/she is entitled; and
4. such other matters as may be necessary to a full and complete understanding of the employment contract.

Any candidate's misstatement of fact, material to his/her qualification for employment or the determination of his/her salary, shall be considered by this Board to constitute grounds for his/her dismissal.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.225
OAC 3301-21-07
3301-23-19

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent
CBAA, Incapacity of the Superintendent
CBC, Superintendent's Contract
CBG, Evaluation of the Superintendent (Also AFB)
CBI, Board-Superintendent Relationship (Also BCD)

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

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

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 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)

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 ESC with the best possible leadership.

Through evaluation of the Superintendent, the Board will strive 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 may evaluate the abilities and services of the Superintendent at least once a year.

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.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3319.01; 3319.16

CROSS REFS.: AF, Commitment to Accomplishment
BDC, Executive Sessions
CBA, Qualifications and Duties of the Superintendent
CBC, Superintendent's Contract

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent, while the Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrative officer of the ESC, is the primary professional advisor to the Board. He/She is responsible for the development, supervision and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative procedures of the ESC. The Board shall retain oversight supervision of such procedures.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely on the objective outcomes of its evaluations rather than on subjective opinions.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.20(A)
3319.01

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

ADMINISTRATIVE ORGANIZATIONAL PLAN

The organization of this ESC shall be designed to meet the objectives set by the Board, ensure clear lines of authority and responsibility and define each position with clarity.

The Superintendent shall be the chief executive officer of the ESC. The Superintendent shall define and establish those administrative positions required to implement the educational system and program established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel. It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the ESC. Maintenance of an efficient, skilled operational staff is essential to the effective performance of any system, and it is the Board's intent to maintain an operational and technical staff with a high level of competence. On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the ESC in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their contributions to the ESC and approved on the specific conditions of the stated contract or agreement.

[Adoption date: December 7, 1996]

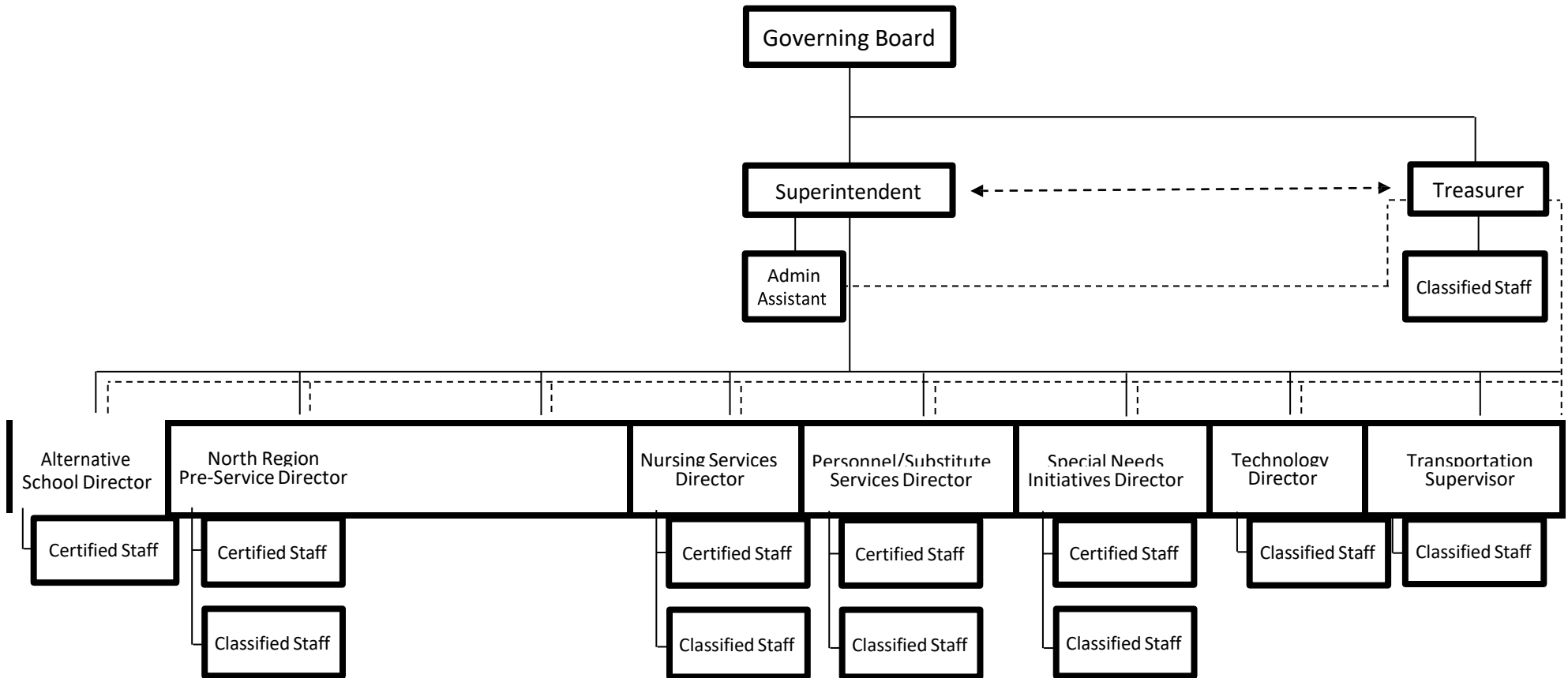
[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

CROSS REFS.: CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority

Medina County Schools' Educational Service Center Organizational Chart

File: CCA



[Adoption date: December 7, 1996]
 [Re-adoption date: October 28, 2002]
 [Re-adoption date: October 22, 2007]
 [Re-adoption date: March 23, 2009]
 [Re-adoption date: September 26, 2011]
 [Re-adoption date: December 13, 2013]
 [Re-adoption date: October 27, 2014]

———— Direct Supervision
 - - - - - Coordination

CROSS REF.: CCB, Staff Relations and Lines of Authority

Educational Service Center of Medina County, Medina, Ohio

STAFF RELATIONS AND LINES OF AUTHORITY

The Superintendent will establish clear understandings on the part of all personnel of the working relationships in the ESC.

Lines of direct authority will be those approved by the Board and will be shown on the ESC's organizational chart.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary; additionally, 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 school system.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

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

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 ESC and aiding in ESC 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 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

POLICY IMPLEMENTATION

The Superintendent has the responsibility for carrying out, through regulations, the policies established by the Board.

The policies developed by the Board and the regulations developed to implement policy will be designed to promote an effective and efficient Educational Service Center. It is expected that all Board employees will follow all Board policies and regulations.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.17; 3313.20; 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 detailed arrangements under which the ESC will be operated. Detailed arrangements will constitute the regulations governing the ESC. They must be consistent with the policies adopted by the Board.

The Board itself will approve regulations only when required by law or when the Superintendent recommends Board approval because of strong community attitudes and/or probable staff reaction.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

When appropriate, the Board will review regulations developed by the administration to implement policy. The Board will revise or veto such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the ESC.

Before issuance regulations will be 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 will be so marked; all others appearing in the manual will be considered approved, provided they are in accordance with the accompanying Board policy.

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies these administrative regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the ESC.

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REF.: ORC 3313.20(A)

CROSS REF.: CH, Policy Implementation

ADMINISTRATION IN POLICY ABSENCE

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

[Adoption date: December 7, 1996]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: ORC 3313.18;3313.20(A)