

Qualifications:

Master's Degree or Higher in Educational Administration

Certificate/Licensure – Possess a valid Superintendent license in the State of Ohio

Three years of successful experience as Superintendent preferred

Successful completion of BCI/FBI background check

Demonstrated success as a school administrator alternative to the above qualifications the BOE may find appropriate.

“The statutes provide that each county school board shall, at a regular meeting held not later than July First of each calendar year in which the term of the superintendent expires, appoint a qualified person as superintendent of the schools in the district...beginning August First and ending July Thirty-first.

Reporting To:

Allen County Governing Board

Job Description

The Superintendent of the ACESSC is the Chief Executive and Administrative office for the Governing Board. The Superintendent reports directly to the Board and has all powers and duties for the overall operation of the ACESSC (which are not requested by statute to be exercised by the Board or Treasurer). The Superintendent is the ACESSC leader and exercises leadership through the ACESSC Leadership Team.

He/she maintains a vision of the Allen County Educational Service Center as a service agency, plans, implements, and directs the ongoing improvement. He/she will Share the vision with staff, member school districts, and community.

Ohio statutes impose certain duties on the Educational Service Center superintendent which are authorized by law. While some duties may be delegated to others, there are some responsibilities that cannot be delegated. Such duties are:

Acts as Executive Officer of the County Board (3319.01O.R.C.). While the law does not define that precise functions to be performed by the Superintendent, it is the intent of the law that the schools shall be administered in conformity with the adopted policies of the County Board, the rules and regulations of the State Department of Education, and the provisions of the law itself. In this respect, the Superintendent shall also present to the Board such information as is needed in the formation of school policies, laws, responsibility for facilities, and carries out the administrative duties of a board, which it may properly delegated to the superintendent;

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.

**Essential/Functional
Performance
Responsibilities:**

- Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community; ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Other Skills and abilities: Must be able to speak on demand to large groups of people; must be able to transport between school buildings, districts, and cities; ability to apply knowledge of current research and theory in specific field; ability to establish and maintain effective working relationships with students, staff, and the school community; ability to speak clearly and concisely both in oral and written communication; ability to perform duties with awareness of all Governing Board policies
- Demonstrated personal and professional qualities to inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence for education
- Demonstrate a sincere desire to aid all students, staff and community
- Develops and updates administrative procedures. Uses personal discretion to address situations not covered by board policy or administrative procedures
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient and effective work/learning environment. Manages change processes. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems
- Directs the ACESC's business affairs. Oversees the development of the annual budget and appropriation measures. Authorizes the purchase of equipment, supplies, and services that are appropriate of the purposes and needs of the service center.
- Communicates expectations, provides guidance, and shows an active interest in staff progress.
- Promotes professionalism. Implements assessment programs to measure staff performance.
- Directs collaborative planning of staff development/in-service programs. Oversees an ongoing program to protect and maintain service center resources (e.g. buildings, grounds, equipment, etc.)
- Forwards information to the superintendent of schools of a district to which a child moves, from the district of withdrawal, (3321,13 O.R.C.). For the sake of promptness and convenience, this duty has been delegated to the local superintendents;
- Distributes all materials, school laws and documents to the local districts as required by the State Board of Education, (3319.34 O.R.C.);
- Furthers the educational programs of the county school districts, (3313.06 O.R.C.);
- Furnishes all facts and reports requested by the State Board of Education, (3319.34 O.R.C.);
- May serve as Executive Officer of a joint vocational school district, (3311.19 O.R.C.);
- Nominates supervisors, special instruction teachers, special education teachers, and recommends the suspension of contracts for such personnel, subject to the conditions set forth in the statute, (3319.02 O.R.C.) for those programs operated directly by the Allen County Board.

- Evaluates the ACESC's progress and needs continually.
- Conducts County Superintendent/Treasurer meetings and serves as the Insurance Consortium officer.
- Makes assignments, reassignments, and transfers of all ACESC employees to maximize the highest efficiency of the entire staff.
- Keep the Governing Board fully and accurately informed about the Service Center programs.
- Interpret the needs of the ACESC.
- Present professional recommendations on all problems and issues considered by the Governing Board.
- Function as management consultant for administrators and board members of local districts. Demonstrate ability to work with colleagues and strive to maintain good relations among peers.
- Coordinate the total ACESC's program and provide leadership in its development and improvement.
- Represent the ACESC in its dealings with other school systems, institutions and agencies, community organizations and the general public.
- Assume responsibility for performance evaluation of all members of the staff.
- Delegate at own discretion to other employees of the Governing Board the power to discharge duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
- Take such immediate action, as deemed necessary, in all cases of calamity, acts of nature, or other emergencies.
- Attend to additional duties and responsibilities as assigned by the Governing Board.
- Take part in professional growth activities. (e.g. inservice meetings, course work, seminars, conferences, etc.)
- Manages and leads human resource functions.
- Nominates and administrates supervisors, special instruction teachers, special education teachers, and recommends the suspension of contracts for such personnel, subject to the conditions set forth in the statute, (3319.02 O.R.C.) for those programs operated directly by the Allen County ESC. Makes assignments, reassignments, and transfers of all ACESC employees to maximize the highest efficiency of the entire staff.
- Demonstrates the ability to work independently with little supervision.

Evaluation: Performance of this job will be evaluated by the members of the Allen County Governing Board.

Physical/Mental/Work Hazards Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

Travel Required Travel to school buildings, city/state agencies and professional meetings as expected and required.

Terms of Employment Classification Salary and days of work period will be stated in the employment contract

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Allen County Governing Board policy on evaluation of certificated personnel.

February 2022