

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SUPERINTENDENT	File 101
Reports to:	Amherst Exempted Village School District Board of Education	
Job Objectives:	Serves as the district's chief executive officer. Administers the effective use of available resources to provide high-quality educational programs and services. Promotes close working relationships with parents, students, and staff. Keeps the board informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio superintendent's license or certificate. Academic preparation and experience in educational administration, curriculum/instruction, and school finance.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Serves as the board's professional adviser. Prepares meeting agendas in cooperation with the board president. Provides information and recommendations on all issues considered by the board.· Evaluates the ongoing relevance of board policies. Develops and/or updates administrative procedures to carry out adopted board policies.· Uses personal discretion to address emergency situations not covered by board policy or administrative procedures. Reports actions undertaken.· Directs the planning and implementation of a continuous improvement plan.· Administers and is accountable for the effective provision of school programs, services, and activities. Enforces all applicable local, state, and federal laws.· Works with the treasurer to prepare an annual budget/appropriations measure designed to serve the needs of the school system. Works with the board and community to maintain a strong commitment of financial support.· Maintains visibility. Carries out a public relations program that promotes positive image and understanding of the district's mission, philosophy, and vision. Builds community partnerships that enhance district programs and services.· Oversees the preparation of an annual report and a district calendar.· Serves as the board liaison to residents, other school systems, institutions, and community organizations.· Establishes performance goals and a strategy to accomplish approved objectives within specified time lines.· Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with board members, staff, and the community.· Administers human resource functions. Recommends appointments. Administers continuing contracts, demotions, transfers, non-renewals and termination processes.· Provides opportunities for staff to improve performance and develop new skills.· Formulates salary schedules and benefit package recommendations.· Directs the negotiation process with employee bargaining units.· Manages the district's business affairs. Purchases equipment, supplies, and services that are appropriate for the purposes and needs of the school system.	

- Oversees an ongoing program to maintain and preserve the district’s buildings, grounds and equipment. Formulates plans to address projected needs.
- Oversees the provision of effective transportation and food service programs.
- Supervises the periodic revision of curriculum guides and courses of study.
- Manages the planning process to select textbooks and other instructional materials.
- Works cooperatively with the educational service center.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Implements safety procedures to protect school property and help ensure the health and well being of students, staff, and visitors.
- Oversees the periodic evaluation and revision of emergency preparedness plans.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Pursues funding opportunities. Supervises the preparation of grant and foundation applications.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed by the board of education.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Directs, supervises and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.

- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.