

## SECTION C: GENERAL SCHOOL ADMINISTRATION

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## ADMINISTRATION GOALS

The District's administrative organization is designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies implemented through the Superintendent. The Board is responsible for 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 is 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 are met.

Major goals of administration in the District are to:

1. manage the District's 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 for the establishment and operation of learning programs which better meet student 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, students, parents and others;
4. develop an effective program of evaluation which includes every position, program and facility in the District and
5. develop and use a team management approach.

[Adoption date: June 24, 2002]

CROSS REFS.: AF, Commitment to Accomplishment  
GCL, Professional Staff Development Opportunities  
GDL, Support Staff Development Opportunities

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT/  
CHIEF EXECUTIVE OFFICER

Title: Superintendent/Chief Executive Officer

Reports to: The Troy City School District Board of Education

Employment Status: Regular/Full-time

Job Objectives: Serve as the District's chief executive officer. Provides staff and Board leadership. Administers the effective use of available resources to provide high-quality educational programs and services. Keeps the Board informed about current activities and emerging issues.

Minimum Qualifications:

1. Valid Ohio Superintendent's license.
2. Master's degree or higher with training in educational administration and/or curriculum and instruction.
3. Academic preparation and experience in school finance.
4. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
5. Documented evidence of a clear criminal record.
6. Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: 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.

1. Serves as the Board's professional advisor. Prepares meeting agendas. Provides information and presents recommendations on all issues considered by the Board.
2. Evaluates the ongoing relevance of Board policies. Develops administrative procedures to carry out adopted Board policies.
3. Uses personal discretion to address emergency situations not covered by Board policy or administrative procedures. Reports actions undertaken.
4. Provides leadership for the planning and implementing of Districtwide continuous improvement and strategic plans.
5. Administers and is accountable for the effective provision of school programs, services and activities. Enforces all applicable local, State and Federal laws.
6. 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.
7. Carries out a public relations program that promotes favorable image and understanding of the District's mission, philosophy and vision.
8. Oversees the preparation of an annual report and District calendar.

9. Serves as the Board's liaison to residents, other school systems, institutions and community organizations.
10. Develops plans of action. Helps resolve problems. Sustains progress and maintains effective communications by means of regular staff and administrative meetings.
11. Maintains a record keeping system that ensures the safe retention of District documents for the maximum period specified by Board policy and State law.
12. Oversees the timely submission of reports, records and inventories required by law and/or District policy.
13. Respects personal privacy. Maintains the confidentiality of privileged information not subject to public record mandates.
14. Supervises the preparation of grant and foundation applications.
15. Administers human resource functions. Recommends job appointments.
16. Administers staff demotions, transfers, nonrenewals and/or terminations.
17. Promotes the development of staff leadership.
18. Assists the Board during employee bargaining negotiations.
19. Oversees the periodic evaluation and revision of emergency preparedness plans.
20. Implements procedures to protect school property and help ensure the health, safety and well-being of students, staff and visitors. Promptly documents all safety incidences and/or accidents.
21. Supervises the periodic revision of curriculum guides and courses of study.
22. Works cooperatively with the educational service center.
23. Maintains visibility and participates in school activities as time permits.
24. Communicates high expectations and shows an active interest in student progress.
25. Encourages parent organizations and supports student activities as time permits.
26. Reports evidence of suspected child abuse as required by law.
27. Builds community partnership that enhance District programs and services.
28. Participates in professional growth opportunities to remain current with advances in education and organizational administration.
29. Accepts responsibility for personal decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
30. Performs other specific job-related duties as direct by the Board of Education.

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

1. Demonstrates professionalism and maintains a positive work attitude.
2. Articulates a clear vision and provides leadership to advance the change process.
3. Delivers a positive work environment and engenders staff enthusiasm.
4. Skillfully manages individual, group and organizational interactions.
5. Communicates effectively using verbal, nonverbal and writing skills.
6. Organizes tasks and manages time effectively.
7. Interprets information accurately and initiates effective responses.
8. Adverts problem situations and intervenes to resolve conflicts.
9. Maintains an acceptable attendance record and is punctual.
10. Travels to meetings and work assignments.

Supervisory Responsibility: Supervises and evaluates assigned 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.

1. Potential for exposure to bloodborne pathogens and communicable diseases.
2. Potential for interaction with disruptive and/or unruly individuals.
3. Exposure to adverse weather conditions and seasonal temperature extremes.
4. Duties may require operating and/or riding in a vehicle.
5. Duties may require prolonged use of a computer keyboard and monitor.
6. Duties may require detailed paperwork.
7. Duties may require working under time constraints to meet deadlines.
8. Duties may require working during the evening and/or weekend.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Troy City School District Board of Education.

The Troy 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. 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.

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Signature

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Date

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3319.01

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

As the executive officer of the District, the Superintendent has a major responsibility in managing the operation of the schools.

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 State law and the Family and Medical Leave Act of 1993.

The Superintendent Pro Tempore performs 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: June 24, 2002]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16

## INCAPACITY OF THE SUPERINTENDENT

A superintendent pro tempore is appointed by a majority of the members of the Board upon determining that the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity is determined:

1. by request of the Superintendent, if the Superintendent is absent with pay for reasons of personal illness, injury or exposure to contagious disease which 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 12 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 leave provided during the period of incapacity (described above) will not extend beyond the contract or term of office.

The Superintendent may, upon request to 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 he/she is capable of resuming such duties and that the duties be resumed on a full-time basis.

The Board may demand that the Superintendent return to active service; upon the determination that he/she is able to resume his/her duties, the Superintendent will return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy and has the same rights as are granted under ORC 3319.16.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with ORC 3319.011. He/She serves until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is earlier.

June 24, 2002

## SUPERINTENDENT'S CONTRACT

The appointment of the Superintendent is secured through a written agreement stating the terms of the contract. The contract meets all State requirements and protects the rights of both the Board and the Superintendent.

The Superintendent is appointed for a term not to exceed five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires. 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 are determined by the Board at the time of the appointment and are reviewed by the Board as needed. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all District employees. Administrator compensation plan may also be referenced (GCB-2-R) for benefits pertaining to 260 administrators.

The Board authorizes the annual payment of the Superintendent's accrued, unused vacation leave.

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

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

Adoption date: July 16, 2012

LEGAL REFS.: ORC 124.384(C); 124.39(C)  
3319.01; 3319.16; 3319.225; 3319.27

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)  
GCB-2-R

## 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 District with the best possible leadership.

Through evaluation of the Superintendent, the Board strives to:

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 District 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 evaluates 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 in conference. The Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his/her contract.

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3319.01

CROSS REF.: CBA, Qualifications and Duties of the Superintendent/Chief Executive Officer

## BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies consistent with long-term goals is the most important function of a board, and the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the District within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the District program and keeping the Board informed about District operations and problems.

The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members, will:

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. act in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption date: June 24, 2002]

CROSS REFS.: BDC, Executive Sessions  
CBC, Superintendent's Contract

## STAFF RELATIONS AND LINES OF AUTHORITY

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's organizational chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary. 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 District.

[Adoption date: August 10, 2009]

CROSS REFS.: ACAA, Sexual Harassment  
BG, Board-Staff Communications (Also GBD)  
KL, Public Complaints  
KLB, Public Complaints About the Curriculum or Instructional Materials

## 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 District and aiding in District 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: June 24, 2002]

CROSS REF.: BF, Board Policy Development and Adoption

## SCHOOL BUILDING ADMINISTRATION

Upon the recommendation of the Superintendent of Schools (CEO), the Board of Education shall appoint these individuals when and where needed. At the time of making such appointments or designations of term, such Board shall fix the salaries according to the plan or schedule in effect at the time of appointment.

[Adoption date: June 24, 2002]

## POLICY IMPLEMENTATION

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

There are many activities which are common to all schools, but procedures for conducting them may vary from building to building. Principals establish procedures for conducting activities in their individual schools within the larger framework of District regulations and Board policies.

The Board delegates to the Superintendent the function of specifying required actions and designing the regulations and detailed arrangements under which the schools operate. They must be consistent with the policies adopted by the Board.

The Superintendent devises a means for disseminating particular regulations, prior to their effective dates, to the staff members, students and/or members of the public who are directly affected by them.

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3313.20

## BOARD REVIEW OF REGULATIONS

The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

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

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3313.20

## APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students and their parents to review and become familiar with all policies and rules contained in the handbooks.

It is essential that the contents of all handbooks conform with Districtwide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the District. Student handbooks should be consistent by both grade and building levels. Administrators at all levels should review handbooks for consistency. The Board expects all handbooks to be approved by the Superintendent/designee prior to publication. All handbooks published are to be made available to the Board for informational purposes.

(Adoption Date: July 19, 2010)

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks  
Student Handbooks

## 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. The Superintendent is not free to act when the action involves a duty of the Board which by law cannot be delegated.

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

[Adoption date: June 24, 2002]

LEGAL REF.: ORC 3313.20

## SCHOOL DISTRICT ANNUAL REPORT

The Board shall issue a District annual report and an annual report for each building within the District as required by state regulations.

The format of the report is designed by the administrative staff.

The content of the report conforms to state guidelines. The report is made available to all District residents.

[Adoption date: June 24, 2002]

LEGAL REFS.: ORC 3313.94  
3315.07  
3319.04; 3319.32; 3319.33  
OAC 3301-11-01 thru 3301-11-06

CROSS REF.: District Report Card