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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. ensure that all learning programs are of the highest quality and are by:
 - A. providing leadership in keeping abreast of current educational developments;
 - B. arranging for the staff development necessary to 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 so that the ideas of staff, students, parents and others are solicited and considered;
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: December 22, 2009]

CROSS REFS.: AF, Commitment to Accomplishment
CD, Management Team
GCL, Professional Staff Development Opportunities
GDL, Classified Staff Development Opportunities

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

Title: Superintendent
Department: Administration
Building/Facility: Central Office
Reports to: Board of Education
Employment Status: Regular/Full-time
FLSA Status: Exempt

The Superintendent reports to the Board and is responsible for the total operation of the District. The Superintendent is the chief executive officer.

Key Functions:

School Board Relations

1. Authority/Responsibility: To keep the Board informed in a timely manner on all operations of the District and to recommend policy as it relates to the functions of the school District.
2. Representative Activities:
 - A. Prepare the Board with background information on upcoming agenda items and ongoing operations via periodic memo.
 - B. Establish a process for drafting District goals.
 - C. Develop and recommend policies for Board adoption.
 - D. Respond to Board requests – implement Board actions.
 - E. Interpret established Board policy to the staff and community.

Curriculum and Instruction

1. Authority/Responsibility: Monitor and evaluate the activities of the District Development Council as it relates to the curriculum adoption, implementation and evaluations. Monitor classroom instruction as it relates to effective teaching practices and student achievement.

2. Representative Activities:

- A. Monitor the classroom observation reports as they relate to instructional practices.
- B. Maintain sound staff development programs for staff and administration.
- C. Provide staff and administration with information as it relates to effective teaching practices and student achievement.
- D. Delegate responsibility for monitoring the adopted curriculum via the observation process.
- E. Delegate responsibility for monitoring curriculum development to be assured key components are included.

Budget and Finance

1. Authority/Responsibility: Assist with budget preparation and maintain a sound fiscal program for the District.

2. Representative Activities:

- A. Monitor and approve each cost center budget.
- B. Serve as purchasing agent to the District and look for the most cost-effective measures.
- C. Work closely with the treasurer to monitor receipts and expenditures.
- D. Develop an ongoing, long-range financial plan with the treasurer.
- E. Lobby when appropriate for more financial assistance for the District.

Public Relations/Communication

1. Authority/Responsibility: Communicate with staff and the school community on the progress, condition and needs of the District.

2. Representative Activities:

- A. Discuss District goals and activities at staff and committee meetings. Provide access to information and dialogue about relevant issues.
- B. Require principals to publish and disseminate to parents a monthly newsletter for the purpose of informing parents of programs and events. "Back to School" nights will provide parents with first hand information about program delivery.
- C. Maintain an open and positive relationship with the media by providing information and news for publication.
- D. Maintain positive dialogue with city officials, the Chamber of Commerce and as many community members as possible.

Management of Facilities

1. Authority/Responsibility: Provide and maintain the District's facilities for carrying out the instructional and extracurricular programs and to protect the investment for the District.
2. Representative Activities:
 - A. Delegate responsibility and monitor the assignment for keeping the buildings and grounds clean, well groomed and in good repair to reflect pride in our schools.
 - B. Report to the Board in a timely manner the major capital improvement needs of the District.
 - C. Continue to look for cost-effectiveness measures which can be implemented in maintaining all of the District's properties.
 - D. Monitor the appropriate use of the District's facilities.

Staff Personnel Management

1. Authority/Responsibility: Recommend to the Board the employment, assignment and retention of administrative, certified and classified personnel and maintain an evaluation system for all staff.
2. Representative Activities:
 - A. Monitor and evaluate the administrators' key functions and work goals.
 - B. Monitor and evaluate the certified and classified evaluation programs.
 - C. Delegate responsibility for appropriate maintenance of personnel records, including certification and earned credit.
 - D. Participate in negotiations between the Grandview Heights Board of Education and the Grandview Heights Education Associations and the Grandview Heights Education Support Staff Association on compensation and working conditions.
 - E. Create a collegial relationship between and among all staff.
 - F. Monitor the negotiated agreements.

Professional and Personal Development

1. Authority/Responsibility: Develop and maintain skills and knowledge in order to provide the leadership expected of the Superintendent.
2. Representative Activities:
 - A. Participate in local, state and national professional organizations, accepting assignments when appropriate.
 - B. Attend local, state and national conferences, seminars and institutes to stay current on trends and issues.

- C. Subscribe to and read professional journals and related materials as they relate to curriculum, instructional and educational leadership.
- D. Enhance when possible the state of the art educational administration.

[Adoption date: December 22, 2009]

LEGAL REFS.: ORC 3319.01; 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

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: December 22, 2009]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2611 et seq.
ORC 3319.01; 3319.011; 3319.13; 3319.16

CROSS REFS.: CBA, Qualifications and Duties of Superintendent
Superintendent's Employment Contract

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 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.

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.

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 State law.

The Board fixes the compensation of the Superintendent Pro Tempore in accordance with State law. 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.

(Approval date: December 22, 2009)

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 may 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 may be notified and may 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 must be given to the Superintendent on or before March 1 of the year in which the contract expires.

[Adoption date: December 22, 2009]

LEGAL REFS.: ORC 3319.01; 3319.16; 3319.225

CROSS REFS.: CBA, Qualifications and Duties of 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 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: December 22, 2009]

LEGAL REF.: ORC 3319.01

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

EVALUATION OF THE SUPERINTENDENT

The Superintendent is evaluated annually. The criteria for evaluation includes:

1. a description of the Superintendent's responsibilities and necessary skills;
2. objectives for the school year (agreed upon annually by the Board and the Superintendent) and
3. the educational goals of the District.

The Board and the Superintendent determine the method by which the evaluation is conducted at the outset of the evaluation. Such methods may include:

1. the Superintendent's self-evaluation;
2. evaluation by each Board member;
3. evaluation interviews between the Board and the Superintendent and
4. the Superintendent's assessment of Board efficiency and effectiveness.

At the end of the evaluation, the Board clearly identifies the Superintendent's strengths, weaknesses and strategies to remediate weaknesses and advance the District towards its educational goals.

A conference is held with the Superintendent to discuss the evaluation and afford the Superintendent opportunity to comment.

The evaluation may be used in salary considerations and must be used in contract renewal considerations and to redefine responsibilities, goals and objectives. Plans for professional growth and development are created when necessary.

(Approval date: December 22, 2009)

BOARD-SUPERINTENDENT RELATIONSHIP

The enactment of policies consistent with long-term goals is the most important function of the 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:

1. gives the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. acts in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. refers all complaints to the Superintendent for appropriate investigation and action;
4. strives to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
5. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: December 22, 2009]

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

ORGANIZATIONAL CHART

[Adoption date: December 22, 2009]

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

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 assigned. 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: December 22, 2009]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)
ACAA, Sexual Harassment
BG, Board-Staff Communications (Also GBD)
CCA, Organizational Chart
CD, Management Team
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 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: December 22, 2009]

CROSS REF.: BF, Board Policy Development and Adoption

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.

[Adoption date: December 22, 2009]

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 administrative guidelines, regulations and detailed arrangements under which the schools operate. They must be consistent with the policies adopted by the Board.

The Board itself formulates and adopts regulations only when required by law, or when the Superintendent recommends Board adoption in light of strong community attitudes and/or potential staff reaction.

[Adoption date: December 22, 2009]

LEGAL REFS.: ORC 3313.17; 3313.47

CROSS REF.: CH, Policy Implementation

BOARD REVIEW OF REGULATIONS

State law requires the Board to make “rules and regulations” for the government of the District, its employees, students and all other persons entering the District’s grounds and premises. This includes Board regulations as well as administrative guidelines.

Regulations and guidelines 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.

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

[Adoption date: December 22, 2009]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REFS.: BF, Board Policy Development and Adoption
CH, Policy Implementation

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 approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policies and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval.

All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: December 22, 2009]

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 that 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 that 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: December 22, 2009]

LEGAL REFS.: ORC 3313.18; 3313.20

CROSS REF.: BF, Board Policy Development and Adoption