

NORTHRIDGE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SUPERINTENDENT	File 101
Reports to:	Northridge Local School District Board of Education	
Job Objectives:	Serves 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:	<ul style="list-style-type: none">· Valid Ohio superintendent's license.· Master's degree or higher with training in educational administration and/or curriculum and instruction.· Academic preparation and experience in school finance.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· 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 advisor. Prepares meeting agendas. Provides information and presents recommendations on all issues considered by the board.· Evaluates the ongoing relevance of board policies. Develops 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.· Provides leadership for the planning and implementation of a district-wide 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.· Carries out a public relations program that promotes favorable image and understanding of the district's mission, philosophy, and vision.· Prepares an annual report and a district calendar.· Serves as the board's liaison to residents, other school systems, institutions, and community organizations. Administers open enrollment policies.· Develops performance goals and a strategy to accomplish approved objectives. Maintains effective communications with staff. Pursues the resolution of concerns through the appropriate administrative channels.· 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.· Supervises the preparation of grant and foundation applications.· Administers human resource functions. Recommends the appointment of job applicants. Administers staff demotions, transfers, non-renewals and/or terminations.· Promotes the development of staff leadership.· Formulates salary schedules and benefit package recommendations.· Assists the board during employee bargaining negotiations.	

- Oversees the district's business affairs and an ongoing program to maintain and preserve the district's buildings, grounds and equipment.
- Formulates short- and long-range business plans to address projected needs.
- Oversees the periodic evaluation and revision of building safety plans. Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- 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.
- Maintains visibility and participates in school activities.
- Communicates high expectations and shows an active interest in student progress.
- Encourages parent organizations and supports student activities.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Maintains a positive and courteous attitude when dealing with others.
- Accepts responsibility for personal 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 essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Articulates a clear vision and provides staff leadership.
- Delivers a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses using appropriate decision making strategies.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- 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.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local 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.

Revised: 11/20/00