

Mahoning County Educational Service Center
Employee Position Description & Responsibilities

Superintendent

Category: Administration; Certified; Bargaining Unit Exempt; FLSA Exempt

Contract: Initial one or multi-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the employment contract

Compensation: Salary, insurance coverage and fringe benefits as per the employment contract

Qualifications: The following qualifications are considered as guidelines:

- Master's degree or higher with a major in educational administration and supervision
- Minimum of three years of public school Superintendent experience
- A valid Superintendent's certificate/license as prescribed by the State of Ohio
- Experience and proficiency with computer applications
- Exceptional organizational and communications skills
- Abilities to promote positive internal and external customer relations
- Alternatives to the above as approved by the Governing Board

Reports to: Governing Board

Supervises: Directly supervises Assistant Superintendents, Directors and other employees who are direct reports.

Job Goal: Serve as MCESC chief executive officer; administer, supervise; direct and evaluate MCESC support services; carry out the mission and vision as stated in the MCESC strategic plan.

PERFORMANCE RESPONSIBILITIES:

1. administer the Educational Service Center in conformity with Board policies, rules and regulations of the State Board and laws of the State of Ohio
2. administer and supervise the Service Center and serve as the professional leader of the Board and the staff
3. perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment and transfer; communicate personnel matters to employees; evaluate staff; provide in-service education to staff; and maintain personnel files on current employees
4. present salary recommendations to the Governing Board on an annual basis
5. direct staff negotiations
6. file state and local required reports
7. assist in preparation of annual budget and appropriations resolution for Board to consider

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Employee Position Description & Responsibilities

8. establish and maintain public relations program to inform public of MCESC activities and needs
9. propose new policies to Board
10. continually evaluate MCESC progress and needs
11. conduct regular MCESC administrative leadership meetings
12. prepare annual school calendar for Board adoption
13. delegate duties to other staff members
14. make Board recommendations about student transportation in accordance with law and safety requirements
15. recommend location and size of new program sites and additions to existing sites
16. represent Board as liaison between MCESC and community
17. inform Board about educational system as well as local, state and national issues affecting education
18. prepare and distribute agenda to Board members prior to each regular meeting
19. take immediate action in cases of calamity, acts of nature, or other emergencies
20. maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.
21. make contacts with public with tact and diplomacy
22. interact in positive manner with staff, students and parents
23. attend meetings and in-services as required
24. act as liaison between employees and Board
25. attend local, state and national conferences
26. approve vacation schedules for salaried MCESC employees
27. engage in the practice of ethical principles and democratic values
28. respond to routine questions and requests in appropriate manner
29. perform duties as assigned by the Governing Board

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance
2. Seeks opportunities to improve skills and grow professionally
3. Prepares an annual professional development plan that links professional growth with MCESC and other assigned goals
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities
5. Provides quality service to both internal and external colleagues and customers
6. Seeks opportunities to participate as a productive member of MCESC, school district, and other committees and teams
7. Generates internal and external support for MCESC services
8. Represents the MCESC and its service schools with professionalism at all times
9. Demonstrates at all times integrity and ethical behavior
10. Maintains confidentiality in all job related discussions and communications

Mahoning County Educational Service Center
Employee Position Description & Responsibilities

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid Ohio driver's license
2. Reads, analyzes and interprets data and reports
3. Writes reports, correspondence and other appropriate communiqués
4. Presents information and responds to questions effectively and efficiently
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to **50 pounds, such as notebooks, reports**, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board. Administrators should communicate additions and changes in this job description in writing to the employee.

The Mahoning County Educational Service Center is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.