

## 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 to:
  - A. provide leadership in keeping abreast of current education developments;
  - B. arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
  - C. coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
  - D. provide 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 18, 2002]

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

## QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serves as the executive officer of the Board and as the administrative head of the school system.

Qualifications:

1. State of Ohio superintendent's certificate.
2. Shall meet requirements of law and be governed by State law.

Essential Functions:

1. Attends all meetings of the Board, except when his/her contract is being considered, as their chief executive officer and professional advisor.
2. Has charge of the administration and supervision of the school system.
3. Recommends to the Board policies concerning the organization, finance, school plant, instruction and other functions of the District's programs. This includes:
  - A. insurance;
  - B. student transportation;
  - C. building repair;
  - D. assignment of students to various buildings;
  - E. construction of buildings;
  - F. cafeteria and
  - G. rental of buildings in accordance with plans adopted by the Board.
4. Develops into action administrative policies and procedures consistent with Board policy, rules and regulations of the Ohio Department of Education, and provisions of the laws in the State of Ohio.
5. Serves as an ex-officio member of all committees named by the Board.
6. Supervises the preparation of the annual budget, appropriation resolution, and presents them to the Board with recommendations for adoption.
7. Establishes and maintains an effective ongoing program of public and community relations.
8. Recommends all employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board and shall assign and supervise all instructional and non-instructional personnel.

9. Maintains a current personnel file of all employees and reports to the Board an evaluation of all employees.
10. Encourages continuance of professional growth of all employees through training, workshops, seminars and professional meetings.
11. Informs the Board about all aspects of the educational system as well as local, state and national items that affect education.
12. Prepares an agenda and distributes it to Board members prior to each regular meeting.
13. Prepares all reports and maintains such records as required by law, regulation and/or by the Board.
14. Supervises the formulation of salary schedules for all employees of the Board and recommendation of such.
15. Conducts a continuous study of the District's development and needs, keeping the public informed thereon.
16. Advises or directs staff negotiations with the approval of the Board.
17. Recommends a school calendar for the District.
18. Takes such immediate action, as deemed necessary, in all cases of calamity, acts of nature, or other emergencies.
19. Supervises the District in conformity with State law, regulations of the Ohio Department of Education, and the adopted policies of the Board.
20. Supervises the purchase and distribution of all textbooks, workbooks and other educational supplies and materials. All such purchases shall be on authorized purchase orders bearing the certification of the Treasurer of the Board. The Superintendent shall purchase various other items of equipment upon specific instruction of the Board.
21. Assures that schedules of classes, courses of study, and curriculums offered conform to the state standards and county adoptions.
22. Evaluates Board and administrative policies for the entire District and appries the Board of the evaluation.
23. May assign to any subordinate any duties or powers delegated to the Superintendent by statute or by the Board, but in so doing, he/she must assume full responsibility for the result. However, all reports and recommendations to the Board from an officer or employee under his/her direction shall be made through the Superintendent's office.
24. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees all communications to be made to the Board.
25. Summons employees of the District to attend such regular or occasional meetings as are deemed necessary to carry out the educational programs of the District.

Other Duties and Responsibilities:

1. Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Shall perform such other duties as the Board may assign/determine.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

[Adoption date: June 18, 2002]

LEGAL REF.: ORC 3319.01

CROSS REF.: CBG, Evaluation of the Superintendent (Also AFB)

## 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 18, 2002]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16  
Family and Medical Leave Act

CROSS REFS.: CBA, Qualifications and Duties of the Superintendent  
GBR, Family and Medical Leave

## 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: June 18, 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 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: June 18, 2002]  
(Revised date: September 19, 2006)  
(Revised date: December 20, 2011)

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

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)



## 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 18, 2002]

LEGAL REFS.: ORC 121.22  
3319.01

CROSS REFS.: BDC, Executive Sessions  
CBA, Qualifications and Duties of the Superintendent  
CBC, Superintendent's Contract

## 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.

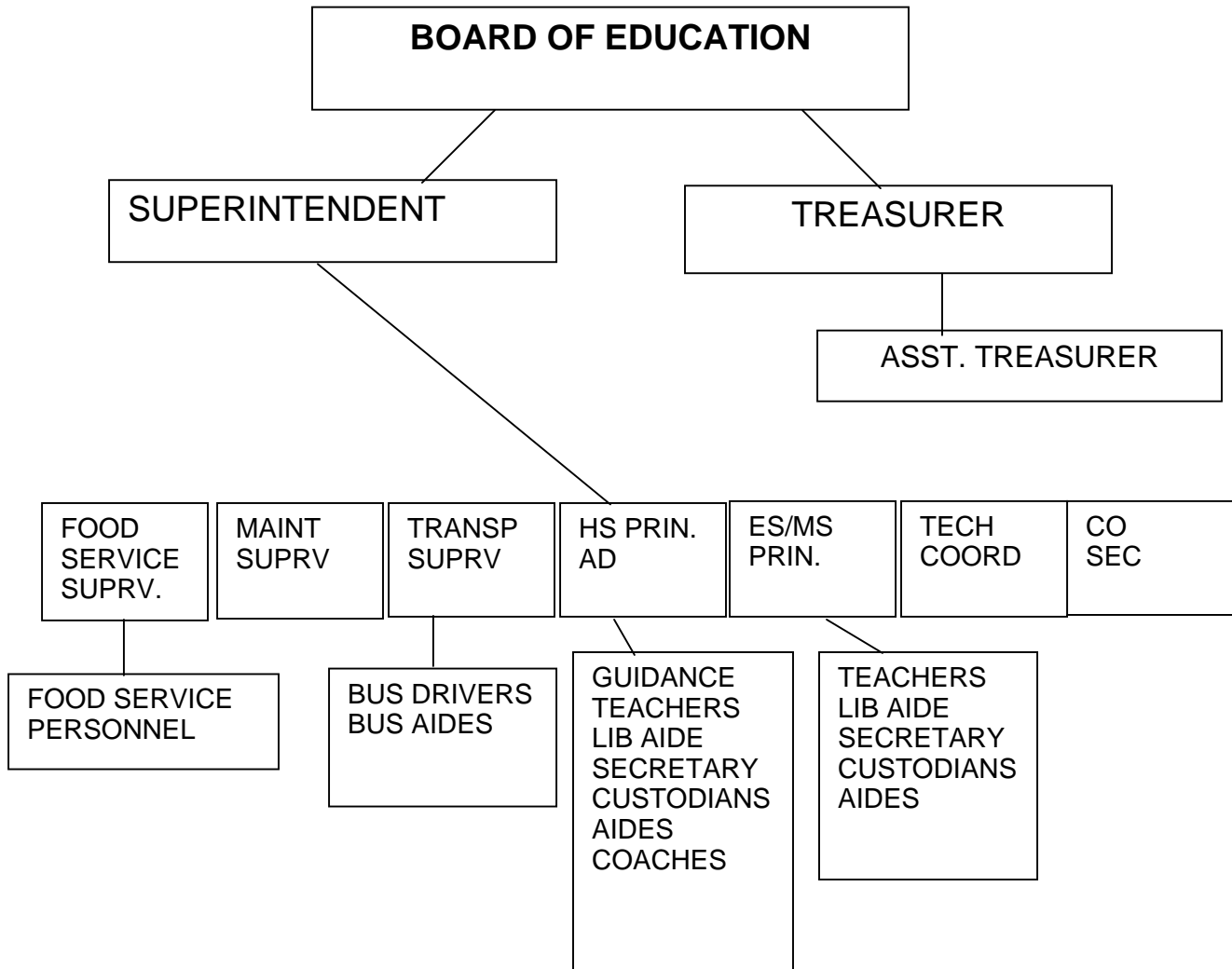
The Board strives to procure the best professional leader available as its Superintendent. The Board, as a whole and as individual members:

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. hold all meetings of the Board in the presence of the Superintendent, except when his/her contract and salary are under consideration;
5. 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
6. presents personal criticisms of any employee directly to the Superintendent.

[Adoption date: June 18, 2002]

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

## LUCAS LOCAL SCHOOLS ORGANIZATIONAL CHART



[Adoption date: June 18, 2002]  
(Revision date: February 17, 2009)

CROSS REF.: CCB, Line and Staff Relations

*THIS IS A REQUIRED POLICY*

## 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: June 18, 2002]

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  
KLB, Public Complaints About the Curriculum or Instructional Materials

## MANAGEMENT TEAM

The Board endorses the management team concept for this school District.

The Management Team of the District may consist of two groups:

1. Policy Team: The Board, Superintendent and Treasurer, with the Board President serving as team leader. Primary responsibilities of this team will be establishing policies to guide the District and to assure that the policies are carried out.
2. Administrative Team: All administrators, supervisors and coordinators within the District with the Superintendent serving as team leader. This team will be responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating under the guidance of the policies established by the policy team.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive atmosphere where collaborative problem solving and decision making can take place.

The approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities and the development of long-range plans. Although the concept promotes cooperative efforts, it also recognizes the need for independent administrative action in appropriate areas. This process shall encourage responsible decision making.

Guidelines for the implementation of this policy will be primary management team concern. These guidelines will include:

1. procedures for convening the team;
2. procedures for implementing in-service management team training;
3. procedures for establishing team evaluation and
4. procedures for implementing goals and objectives of the District.

[Adoption date: June 18, 2002]

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

## 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 18, 2002]

CROSS REFS.: BCE, Board Committees  
BF, Board Policy Development and Adoption  
CD, Management Team

## 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: June 18, 2002]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 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 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: June 18, 2002]

LEGAL REFS.: ORC 3313.17; 3313.33; 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.

Before issuance, Board 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.

The Board may review regulations developed by the administration to implement policy. The Board revises or nullifies these administrative regulations 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: June 18, 2002]  
(Revised date: May 17, 2005)

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.47

CROSS REF.: BF, Board Policy Development and Adoption  
CH, Policy Implementation  
CHC, Regulations Dissemination

## REGULATIONS DISSEMINATION

Districtwide regulations are appropriately coded and included in the policy manual, which is available in the Board offices and in each school building.

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 18, 2002]

LEGAL REFS.: ORC 3313.17; 3313.33; 3313.47

CROSS REF.: 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: June 18, 2002]  
(Revision date: May 17, 2005)

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: June 18, 2002]

LEGAL REF.: ORC 3313.18; 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 18, 2002]

LEGAL REFS.: ORC 3313.94  
3315.07  
3319.04; 3319.32; 3319.33  
OAC 3301-38-09

CROSS REF.: District Report Card