

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Superintendent</b>
<b>Reports To:</b>	Board of Education
<b>Position Status :</b>	Full Time (Section 3319.01 – ORC)
<b>FLSA Status:</b>	Exempt
<b>General Description:</b>	Serve as the chief executive officer of the Board of Education, to provide direction and leadership to the school district and its employees, and to promote the image and reputation of the Mayfield Schools.  Act as a proper role model for staff and students both in the school and outside the District.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid State of Ohio Superintendent's license.</li> <li>2. A Master's degree or higher (doctorate preferred) from an accredited college or university.</li> <li>3. Five years or more of successful administrative experience.</li> <li>4. Broad knowledge in all areas of school administration and Ohio School Law.</li> <li>5. Outstanding leadership ability and integrity.</li> <li>6. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>7. Good health, high moral character, and good attendance record.</li> <li>8. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access all areas of District facilities, including maintenance, operations, and classroom and office areas.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions):</b>	
<ol style="list-style-type: none"> <li>1. Keep the Board informed with respect to matters affecting school operations and provide the Board with information, guidance, and support necessary to formulate policy.</li> <li>2. Provide that all aspects of District operation comply with State and Federal laws and regulations as well as Board contracts and policies.</li> <li>3. Provide leadership for the development, implementation, and assessment of the Strategic Plan</li> </ol>	

vision, mission, and initiatives.

4. Establish and implement a written educational plan for the schools of the District consistent with the educational goals adopted by the Board.
5. Provide for the recruitment, selection, and development of District staff in the attainment of the District's goals.
6. Recommend changes in staffing and instructional program based on analysis of staff and student performance assessment data.
7. Recommend innovations and strategies to continually improve the educational and operational practices of the District.
8. Promote the efficient and effective use of District resources in the daily operations of the schools.
9. Work constructively with the Board, leadership team, and District staff in pursuit of established educational and operational goals and objectives.
10. Communicate effectively with parents, citizens, and community groups; secure their input, involvement, and support for school programs and initiatives.
11. Maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District.
12. Perform such other duties as the Board may direct.

**Other Professional Expectations:**

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students and staff the belief in ethical principles and democratic values.
3. Perform other such duties as the Board may direct.

**Additional Working Conditions:**

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**