

## SECTION C: GENERAL EDUCATIONAL SERVICE CENTER ADMINISTRATION

Section C of the EPS/NSBA/OSBA policy classification system provides a repository for statements about the Educational Service Center management, the administrative structure, and department administration. It also is the location for personnel policies that pertain to one individual--the Superintendent.

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## ADMINISTRATION GOALS

Proper administration of the schools is essential to a successful educational program. The general purpose of the District's administration will be to coordinate and supervise the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Governing Board will rely on the Superintendent to provide the professional leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions, departments, and programs of the Educational Service Center are part of a single system guided by Governing Board policies which are implemented through the Superintendent.

The Superintendent and the administrative staff will have the authority and responsibility necessary for their specific administrative assignments. Each administrator will also be accountable for the effectiveness with which the administrative assignments are carried out. The Board will be responsible for clearly 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 will be 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 have been met.

Major goals of administration in the District will be:

1. to manage the District's various departments and programs effectively;
2. to provide professional advice and counsel to the Governing Board of the Educational Service Center 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. to implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as:
  - A. providing leadership in keeping abreast of current education developments;
  - B. arranging for the professional 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 for the ideas of staff, students, parents and others.
4. to develop an effective program of evaluation which includes every position and program in the District and
5. to develop and use a team management approach.

[Adoption Date: 5/28/96]

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

WOOD COUNTY EDUCATIONAL SERVICE CENTER  
JOB DESCRIPTION

Date: 8/21/95

Title: Superintendent of the Educational Service Center  
Reports To: Governing Board  
Employment Status: Full Time  
FLSA Status: Exempt

Qualifications:

1. State of Ohio Superintendent's Certificate.
2. Shall meet requirements of law and be governed by Ohio Law.
3. State of Ohio Treasurer's License.
4. Valid driver's license.

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

Essential Functions:

1. Attends all meetings of the governing board, except when his/her contract is being considered, as their chief executive officer and professional advisor. Participates in executive sessions of the board as requested.
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 WCESC programs. This includes--
  - a. Insurance,
  - b. Pupil transportation,
  - c. Building repair recommendations to the Commissioner,
  - d. Assignment of students to various buildings,
  - e. Assignment of staff to duties,
  - f. Construction recommendations to the Commissioner, 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. See attached mandatory duties.
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 recommendation for adoption.
7. Establishes and maintains an effective on-going 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 on evaluation of all employees.
10. Encourages continuance of professional growth of all employees through training, workshops, seminars, and professional meetings.

## Superintendent of Educational Service Center

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 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 governing board.
14. Supervises the formulation of salary schedules for all employees of the governing board and recommendation of such.
15. Conducts a continuous study of the WCESC 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 Wood County Educational Service Center.
18. Takes such immediate action, as deemed necessary, in all cases of calamity, acts of nature, or other emergencies.
19. Supervises the WCESC in conformity with state law, regulations of the Ohio Department of Education, and the adopted policies of the governing 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 courses of study and curricula offered conform to the state standards and county adoptions.
22. Evaluates board and administrative policies for the Wood County Educational Service Center and appraises board of the evaluation.
23. May assign to any subordinate any duties or powers delegated to 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 communication 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 Wood County Educational Service Center.

### Other Duties and Responsibilities:

1. Serves as a 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 governing 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.

WOOD COUNTY EDUCATIONAL SERVICE CENTER  
JOB DESCRIPTION

Title: Superintendent of the Educational Service Center

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

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(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. I further certify that I have reviewed the most current copy of the Wood County Educational Service Center Personnel Policy Manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

MANDATORY DUTIES OF SUPERINTENDENTS  
OF EDUCATIONAL SERVICE CENTERS

1. Nominate teachers, principals, and local superintendents for employment by local boards of education. (R.C. 3319.02, 3319.07, and 3319.11)
2. Issue Age and Schooling Certificates (commonly referred to as working certificates) to children residing in local school districts. (R.C. 3331.01)
3. Excuse a child from school attendance in accordance with law. (R.C. 3321.04)
4. Certify to the State Board of Education the average daily membership figures. (R.C. 3317.03)
5. Assemble school statistics in accordance with law. (R.C. 3319.33)
6. Prepare and transmit to the State Board of Education school statistics in accordance with law. (R.C. 3319.34)
7. Distribute all material, school laws, and documents to the local school districts, as the State Board of Education requires. (R.C. 3319.34)
8. Act as Treasurer of the Wood County Educational Service Center unless county board has taken action to become its own governing body pursuant to law. (R.C. 135.01, 3313.22)
9. Transmit to the treasurer of each local board of education a written statement that each teacher employed by such board of education has filed with him a legal teacher's certificate or true copy thereof, to teach the subjects or grades taught with the dates of its validity. (R.C. 3319.36)
10. Recommend which contract shall be suspended when a local board of education finds it necessary to suspend teachers' contracts because of decreased enrollment or for other reasons provided by statute. In making this recommendation, the Superintendent shall give preference to teachers on continuing contract and to teachers who have greater seniority in each teaching field affected. (R.C. 3319.17)
11. Furnish all facts and reports required by the State Board of Education (R.C. 3319.34)
12. Certify to the treasurer of each local board of education the correct salary to be paid each teacher in accordance with the adopted salary schedule. (R.C. 3317.14)
13. Nominate supervisors, special instruction teachers, and special education teachers for employment by the Wood County Educational Service Center. (R.C. 3319.02)
14. Perform such other duties as the governing board may determine. (R.C. 3319.01)

[Adoption Date: 5/28/96]

## INCAPACITY OF THE SUPERINTENDENT

As the executive officer of the Wood County ESC, the Superintendent has a major responsibility in managing the operation of the schools.

Should the Superintendent become incapacitated, the Governing 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 (FMLA).

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 or part-time active service of the Superintendent.

[Adoption Date: 07/25/2017]

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et. seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
ORC 3319.01; 3319.011; 3319.13; 3319.16

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

## INCAPACITY OF SUPERINTENDENT

A Superintendent Pro Tempore will be appointed by a majority of the members of the Governing 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 (FMLA), be placed on unpaid FMLA leave for up to twelve weeks per year and
3. at his/her request, or without his/her request, the Superintendent will 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, or *part-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 will have the same rights as are granted under State law.

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

[Adoption Date: 5/28/96]

[Amended Date: 2/22/00]

[Amended Date: 7/25/17]

## SUPERINTENDENT'S CONTRACT/COMPENSATION AND BENEFITS

The appointment of the Superintendent will be secured through a written agreement, stating the terms of the contract. The contract will meet all State requirements and will protect the rights of both the Governing 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. Should a vacancy occur mid-term, the Governing Board can appoint a new hire to a term starting on any date – as long as the length of the contract does not exceed five years from the prior August 1. The period of time in which the 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 Governing Board at the time of the appointment and are reviewed by the Governing Board each year. The Superintendent's salary may be increased or decreased during his/her term of office. However, any decrease must be part of "a uniform plan" affecting salaries of all Wood County ESC employees.

The Governing Board authorizes the annual payment of the Superintendent's accrued, unused vacation leave if provided for in the Superintendent's contract.

If the Governing Board intends to non-renew the Superintendent's contract, notice in writing of the intended nonrenewal will be given to the Superintendent on or before March 1 of the year in which the contract expires.

Nothing in this policy shall prevent the Governing Board from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

[Adoption Date: 5/28/96]

[Amended Date: 7/19/11]

[Amended Date: 4/27/2021]

LEGAL REFS.: ORC 124.384(C); 124.39(C)  
3319.01; 3319.16;

CROSS REF.: CBA, Qualifications and Duties of the Superintendent  
CBAA-R, Incapacity of Superintendent  
CBG, Evaluation of the Superintendent (Also AFB)  
CBI, Board-Superintendent Relationship (Also BCD)

## EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the Governing Board will strive to accomplish the following:

1. clarify the role of the Superintendent as seen by the Governing Board;
2. develop harmonious working relationships between the Governing Board and Superintendent;
3. provide administrative leadership for the school system and
4. identify strengths and weaknesses of the Superintendent's performance.

The Governing Board will evaluate the abilities and services of the Superintendent at least once a year.

Governing Board consensus on the Superintendent's abilities and performance will be written and made available to and discussed with the Superintendent in conference. The Governing Board must consider the evaluation of the Superintendent in acting to renew or nonrenew his contract.

[Adoption Date: 5/28/96]

LEGAL REF.: ORC 3319.01

CROSS REF.: CBA, Qualifications and Duties of Superintendent

## GOVERNING BOARD-SUPERINTENDENT RELATIONSHIP

The Governing Board believes that the legislation of policies is the most important function of a Board and that the execution of the policies should be the function of the Superintendent and staff.

Delegation by the Governing Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Governing 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 school program and keeping the Board informed about school operations and problems.

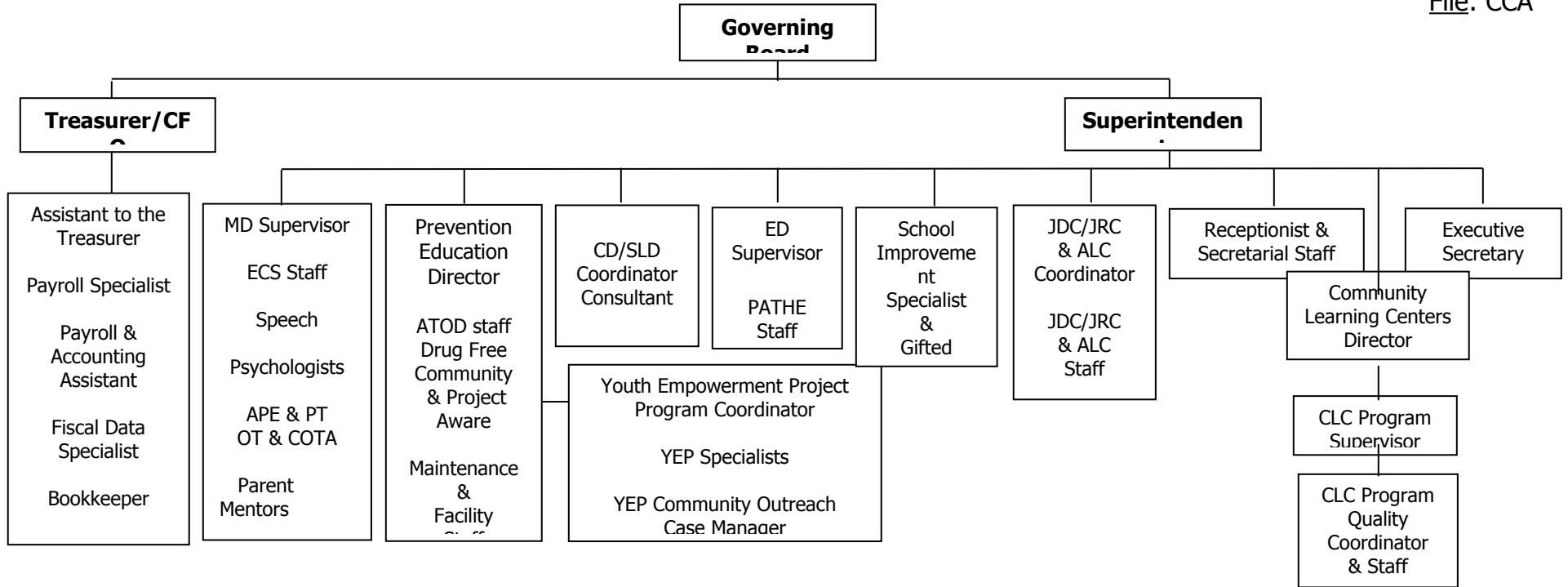
The Governing Board will strive to procure the best professional leader available as its Superintendent of the Educational Service Center. The Board, as a whole and individual members, will:

1. give the Superintendent full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results;
2. act in matters of employment or dismissal of school personnel only after receiving the recommendations of the Superintendent;
3. hold all meetings of the Governing Board in the presence of the Superintendent, except when his contract and/or salary is under consideration;
4. refer all complaints to the Superintendent for appropriate investigation and action;
5. strive to provide adequate safeguards for the Superintendent and other staff members so that they can discharge their educational functions on a thoroughly professional basis and
6. present personal criticisms of any employee directly to the Superintendent.

[Adoption Date: 5/28/96]

# Wood County Educational Service Center Organizational Chart

File: CCA



[Adoption Date: 5/28/96]  
 [Amended Date: 7/24/01]  
 [Amended Date: 2/26/02]  
 [Amended Date: 3/27/07]  
 [Amended Date: 9/29/09]  
 [Amended Date: 12/9/10]  
 [Amended Date: 11/22/11]  
 [Amended Date: 2/4/13]

## LINE AND STAFF RELATIONS

The Superintendent will establish clear understandings on the part of all personnel of the working relationships in the Educational Service Center.

Lines of direct authority will be those approved by the Governing Board and will be shown on the Educational Service Center's organizational chart.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary; additionally, 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 school system.

[Adoption Date: 5/28/96]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)  
CCA, Organizational Chart

## MANAGEMENT TEAM

The Governing Board endorses the management team concept for the Educational Service Center.

The management team of the Educational Service Center will consist of two groups:

Policy Team. The Governing Board, Superintendent, and Directors comprise the team. The Superintendent serves as team leader. Primary responsibilities of this team will be establish policies to guide the Educational Service Center and to ensure that the policies are carried out.

Advisory Team. Representatives of all departments within the Educational Service Center comprise this team. The Superintendent serves as team leader. This team will be responsible for advising the superintendent in his/her functions of planning; organizing; staffing; implementing and evaluating guided by the policies established by the policy team and adopted by the Governing Board.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel and staff. 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 environment in which collaborative problem solving and decision making can take place.

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

[Adoption Date: 5/28/96]

CROSS REF.: CCB, Line and Staff Relations

## POLICY IMPLEMENTATION

The Superintendent has the responsibility for carrying out, through regulations, the policies established by the Governing Board.

The policies developed by the Governing Board and the regulations developed to implement policy will be designed to promote an effective and efficient Educational Service Center. It is expected that all Governing Board employees and students will follow all Board policies and regulations.

[Adoption Date: 5/28/96]

CROSS REF.: CHA, Development of Regulations



## DEVELOPMENT OF REGULATIONS

The Governing Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the Educational Service Center will be operated. These regulations and detailed arrangements will constitute the regulations governing the Educational Service Center. They must be consistent with the policies adopted by the Governing Board.

The Governing Board itself will approve regulations only when required by law or when the Superintendent recommends Board approval because of strong community attitudes and/or probable staff reaction.

[Adoption Date: 5/28/96]

CROSS REF.: CH, Policy Implementation

## GOVERNING BOARD REVIEW OF REGULATIONS

When appropriate, the Governing Board will review regulations developed by the administration to implement policy. The Governing Board will revise or veto such regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Regulations need not be approved by the Governing Board in advance of issuance, except as required by State law or in cases when strong community attitudes or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval. The Board's approval of regulations will be accomplished by the same procedure established for the adoption of policies.

Before issuance, District-wide regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Governing Board. Those officially approved by the Governing Board will be so marked; all others appearing in the manual will be considered approved, provided they are in accordance with the accompanying Board policy.

[Adoption Date: 5/28/96]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHC, Regulations Dissemination

## REGULATIONS DISSEMINATION

District-wide regulations will be appropriately coded and included as regulations in the Governing Board's policy manual, which will be available at the Educational Service Center.

The Superintendent will devise 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: 5/28/96]

LEGAL REF.: ORC 3313.20

CROSS REF.: CHB, Governing Board Review of Regulations (Also BFCA)

## APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and program 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 program-wide policies and regulations and that all handbooks bearing the name of the Wood County ESC be of a quality that reflects credit on the ESC. 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 6/22/10]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks  
Student Handbooks

#### ADMINISTRATION IN POLICY ABSENCE

In the absence of Governing Board policy, the Superintendent may take temporary action which would be in accordance with the overall policy of the Board; however, the Superintendent will not be free to act when the action involves a duty of the Board which by law cannot be delegated.

In each case, the Superintendent will present the matter to the Governing Board for its consideration at its next meeting.

[Adoption Date: 5/28/96]

## ADMINISTRATIVE REPORTS

The Governing Board may require reports from members of the management team concerning conditions and needs of the Educational Service Center.

A detailed report will be requested of the Superintendent as a preliminary to his preparation of the Governing Board's annual report to the public.

Upon the receipt of the Superintendent's and other administrative reports, the Governing Board will take steps to appraise the effectiveness with which the Educational Service Center is achieving its goals.

[Adoption Date: 5/28/96]

LEGAL REFS.: ORC 3317.061; 3317.11; 3317.14  
3319.04; 3319.32; 3319.33; 3319.37  
3321.12  
3327.012

## EDUCATIONAL SERVICE CENTER ANNUAL REPORT

The Governing Board shall issue an Educational Service Center annual report as required by State regulations.

The format of the report will be designed by the administrative staff.

The content of the report will conform to State guidelines. The report will be distributed to all of the schools served by the Educational Service Center, and will be made available to others upon request.

[Adoption Date: 5/28/96]

LEGAL REFS.: ORC 3319.04; 3319.32; 3319.33  
OAC 3301-11-03

CROSS REF.: CL, Administrative Reports