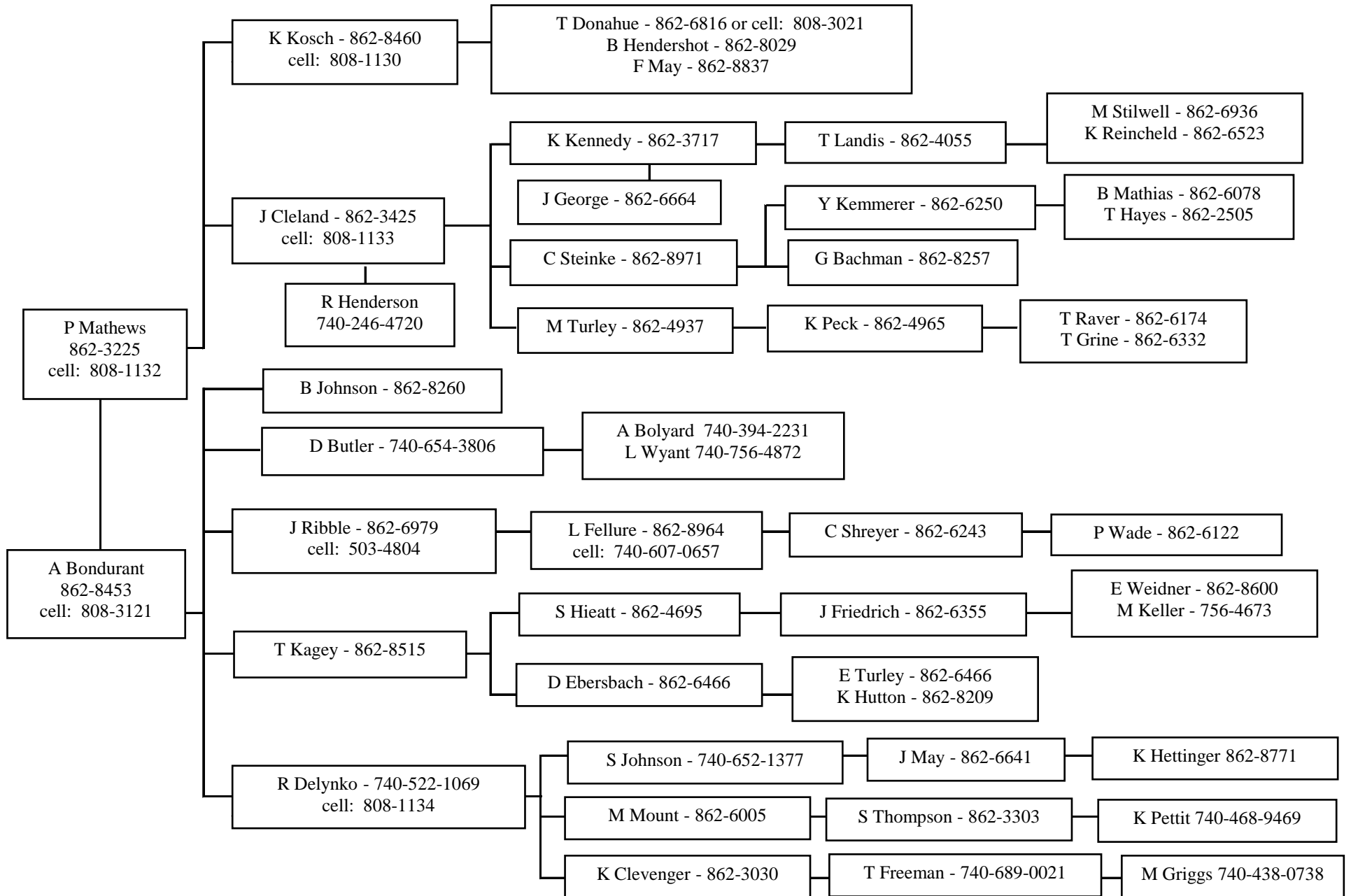


Liberty Union -Thurston Schools - Support Staff Emergency Calling List

Emergency Calling Procedure for Cancelling School, etc. 2006-2007

You are responsible for immediately calling the person whose name is connected, on the right (or below), to yours.



SECTION C: General School Administration Policies

Section C	Policy Title	Adopted / Revised Date	Printed
CA	Administration Goals	Jan 10, 2000	Original
CBA	Qualifications and Duties of the Superintendent	Apr 9,2007	
CBAA	Incapacity of the Superintendent	Jan 10, 2000	
CBAA-R	Incapacity of the Superintendent	Jan 10, 2000	
CBC	Superintendent's Contract	Jan 10, 2000	
CBG	Evaluation of the Superintendent	Jan 10, 2000	
CBG-E	Evaluation of the Superintendent	Jan 10, 2000	
CBG-E-2	Superintendent Job Description Deleted	Mar 8, 2004	
CBI	Board-Superintendent Relationship	Jan 10, 2000	

CCA	Organizational Chart	January 10, 2000
CCB	Staff Relations and Lines of Authority	January 10, 2000
CD	Management Team	January 10, 2000
CE	Administrative Councils and Committees	January 10, 2000
CH	Policy Implementation	January 10, 2000
CHB	Board Review of Regulations	January 10, 2000
CHCA	Approval of Handbooks and Directives	January 10, 2000
CHD	Administration in Policy Absence	January 10, 2000
CM	School District Annual Report	January 10, 2000

CBG-E-2 is actually CBA - Qualifications and Duties of the Superintendent

SECTION C: General School Administration Policies

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CBG-E-2 is actually CBA - Qualifications and Duties of the Superintendent

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:

1. to manage the District's various departments and programs effectively;
2. to 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. to implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as:
 - 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. to develop an effective program of evaluation which includes every position, program and facility in the District and
5. to develop and use a team management approach.

[Adoption date: January 10, 2000]

CROSS REFS.: AF, Commitment to Accomplishment
CD, management Team
GCL, Certificated Staff Development Opportunities
GDL, Classified Staff Development Opportunities

Liberty Union-Thurston Local School District, Baltimore, Ohio

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

<u>Title:</u>	Superintendent
<u>Department:</u>	Administration
<u>Building / Facility:</u>	Central Office
<u>Reports to:</u>	Board of Education
<u>Employment Status:</u>	260 Days per Year
<u>FLSA Status:</u>	Exempt
<u>General Description:</u>	Serve as the District's chief executive officer, administer, supervise, direct and evaluate the District's educational system

Qualifications

1. A valid superintendent's certificate issued by the State of Ohio
2. A master's degree with a major in educational administration, preferably with completion of one year of graduate work beyond the master's degree
3. Experience in teaching and administration totaling at least five years
4. A valid driver's license
5. Alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge Skills and Abilities

1. Ability to communicate ideas and directives clearly and effectively both orally and in writing
2. Effective, active listening skills
3. Ability to work effectively with others
4. Organizational and problem-solving skills
5. Ability to organize and compile data for various state and federal reports
6. Extensive knowledge of school finance
7. Ability to recommend additions and/or changes to curriculum appropriate to student's needs
8. Ability to handle a multitude of tasks simultaneously and in a timely manner
9. Ability to handle constant pressure and substantial amounts of stress
10. Ability to supervise a variety of jobs and positions
11. Strong visionary and leadership skills
12. Ability and confidence to make decisions based on the best interest of students

Essential Functions

1. Ensure safety of students
2. Perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment, and transfers, communicate personnel matters to employees, evaluate staff, provide in-service education to staff and maintain personnel files on current employees
3. Direct staff negotiations
4. File state and local required reports
5. Assist the Treasurer in preparing an annual budget and appropriations resolution for the Board to consider

6. Act as school District's purchasing agent
7. Establish and maintain a public relations program to inform the public of the school District's activities and needs
8. Recommend courses of study, curriculum guides and changes in texts and time schedules to the Board
9. Supervise teaching, supervision, and administration methods
10. Propose new policies to the Board
11. Continually evaluate the school District's progress and needs
12. Conduct regular District administrative hearings
13. Prepare an annual school calendar for Board adoption
14. Delegate duties to other staff members
15. Prescribe rules for the classification and advancement of students
16. Make Board recommendations about pupil transportation in accordance with law and safety requirements
17. Recommend the location and size of new school sites and additions to existing sites
18. Represent the Board as liaison between the school District and the community
19. Inform the Board about the educational system as well as local, state, and national issues affecting education
20. Prepare and distribute an agenda to Board members prior to each regular meeting
21. Take immediate action in cases of calamity, acts of nature, or other emergencies
22. Maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board of Education executive sessions, etc.
23. Make contacts with the public with tact and diplomacy
24. Interact in a positive manner with staff, students, and parents
25. Attend meetings and in-services as required

Other Duties and Responsibilities

1. Act as liaison between employees and the Board of Education
2. Attend local, state, and national conferences
3. Approve vacation schedules for salaried District employees
4. Supervise the purchase and distribution of textbooks, workbooks and other educational materials
5. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. Instill in students the belief in and practice of ethical principles and democratic values
7. Respond to routine questions and requests in an appropriate manner
8. Perform other duties as assigned

Additional Working Conditions

1. Frequent travel
2. Frequent evening and/or weekend work
3. Requirement to lift, carry, push and pull various items
4. Repetitive hand motion, e.g., computer keyboard, calculator, typewriter
5. Occasional exposure to blood, bodily fluids and tissue
6. Occasional interaction among unruly children
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneed and stoop

Equipment Operated

- 1. Computer/printer
- 2. Calculator
- 3. Typewriter
- 4. Copy machine
- 5. Fax machine
- 6. Telephone

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 appointing authority.

Board President 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.

Signature

Date

[Adoption date: January 10, 2000]
[Revised: April 9, 2007]

LEGAL REF.: ORC 3319.01

CROSS REFS.: CBAA, Incapacity of the Superintendent
CBG, Evaluation of the Superintendent (Also AFB)
CCA, Organizational Chart
CCB, Staff Relations and Lines of Authority

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 Ohio 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: January 10, 2000]

LEGAL REFS.: ORC 3319.01; 3319.011; 3319.13; 3319.16

Liberty Union-Thurston Local School District, Baltimore, Ohio

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, pursuant to ORC 3319.16, 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 un-requested leave of absence without pay for reasons of illness or other disability pursuant to ORC 3319.13 and 3319.16.

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 twelve 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 pursuant to ORC 3319.13.

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.

[Adoption date: January 10, 2000]

Liberty Union-Thurston Local School District, Baltimore, Ohio

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 non-renewal of the Superintendent's contract.

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

[Adoption date: January 10, 2000]

LEGAL REFS.: ORC 3319.01; 3319.12

CROSS REFS.: BCD, Board-Superintendent Relationship (Also CBI)
CBAA, Incapacity of the Superintendent

Liberty Union-Thurston Local School District, Baltimore, Ohio

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 is based upon the Superintendent's job description and relates 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 non-renew his/her contract.

[Adoption date: January 10, 2000]

LEGAL REFS.: ORC 3319.01

CROSS REFS.: CBA, Qualification and Duties of the Superintendent

Liberty Union-Thurston Local School District, Baltimore, Ohio

EVALUATION OF THE SUPERINTENDENT

LIBERTY UNION-THURSTON LOCAL SCHOOL DISTRICT

Local Superintendent Evaluation Form

_____ School Year _____ Date _____
 Superintendent

SUPERINTENDENT JOB DESCRIPTION

The following evaluation information is to be completed by each Board of Education member and then submitted to the Board President. The President will then compile the five evaluations into one composite. The composite evaluation will then be discussed by the Board with the Superintendent.

Outstanding	Effective	Needs Improvement	Unsatisfactory	No Opportunity to Observe	Refer to Comments	
						1. Supervises all employees of the school system - on a direct or indirect basis.
						2. Prepares and submits to the Board, recommendations relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
						3. Informs and advises the Board about the programs and practices of the schools; keeps the Board informed of the activities operating under the Board's authority.
						4. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
						5. Functions as chief executive officer of the school district and administers the schools in conformity with the adopted policies of the Board of Education, the rules and regulations of the State Department of Education, and the provisions of law.
						6. Prepares the annual operating budget and appropriations in cooperation with the Treasurer of the Board of Education for adoption by the Board, and administers the appropriations in cooperation with the Treasurer as enacted by the Board.

Local Superintendent Evaluation Continued

Outstanding	Effective	Needs Improvement	Unsatisfactory	No Opportunity to Observe	Refer to Comments	
						7. In cooperation with the Treasurer, advises the Board of the long range financial needs of the district to the extent possible.
						8. Coordinates the total educational program and provides leadership in its development and improvement.
						9. Conducts a continuous evaluation of the progress and the needs of the schools, and keeps the Board and the community informed.
						10. Supervises the selection of candidates for employment and nominates the best qualified and most competent teachers, administrators, and non-teaching personnel.
						11. Conducts meetings with employees as necessary to discuss matters concerning the improvement and welfare of the school district.
						12. Coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps.
						13. Serves as the communications link between the Board and employees by communicating actions of the Board to all staff members and receiving from staff members all communication to be made to the Board.
						14. Supervises in cooperation with the Treasurer and central office staff, the maintenance of business and personnel records, and other records which are required by Board Policy and by law.
						15. Coordinates the total educational program and provides leadership in its development and improvement.
						16. Coordinates the total personnel program and provides leadership in its development and improvement.
						17. Guides and coordinates the process of staff negotiations with employee bargaining units.

Local Superintendent Evaluation Continued

Outstanding	Effective	Needs Improvement	Unsatisfactory	No Opportunity to Observe	Refer to Comments	
						18. Makes administrative decisions for the effective functioning of the school district.
						19. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
						20. Directs the total public relations program of the school district in an effort to develop a cooperative relationship between school and community.
						21. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
						22. Directs studies and planning related to school organization, school attendance areas, and assignment of students to a given school.
						23. Directs studies and planning related to site acquisition, new school construction, remodeling and renovation of existing school facilities, school building additions, and school closures.
						24. Provides leadership to the administrative staff and non-teaching supervisors for the overall effective operation of the school system.
						25. Performs other tasks as may be assigned by the Board of Education.

JOB TARGETS

A. The following is to be completed by each Board of Education member, compiled by the Board President, and reviewed with the Superintendent during the summary conference.

_____ The Superintendent has met all job targets as previously stated in the Job Target Form.

_____ The Superintendent has partially met the job targets as previously stated in the Job Target Form. (Please explain below)

_____ The Superintendent has failed to meet the job targets as previously stated in the Job Target Form. (Please explain below)

Local Superintendent Evaluation Continued

B. Comments:

C. Job Targets for Next Year:

D. Comments:

Indicate chief strengths of the Superintendent:

Indicate in order of importance the performance areas that need improvement:

Local Superintendent Evaluation Continued

Use this space for any additional statements which will add to the accuracy of this evaluation:

Contract Consideration

_____ Annual Evaluation (no contract consideration necessary at this time)

Superintendent eligible for contract renewal and the Board of Education will take action by

_____.

The signature below certifies that the Superintendent has reviewed this in conference and has received a copy of this form. This signature does not necessarily mean that agreement exists. Superintendent comments may be added to this sheet - dated and signed.

Signature of Superintendent	Date	Signature of Board of Education President
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[Adoption date: January 10, 2000]

File: CBG-E-2 (AFB-E-2)

SUPERINTENDENT JOB DESCRIPTION

Title: Superintendent

Department: Administration

Building / Facility: Central Office

Reports to: Board of Education

Employment Status: Regular / Full Time

FLSA Status: Exempt

General Description: Serve as the District's chief executive officer; administer, supervise, direct and evaluate the District's educational system

Essential Functions

1. Ensure safety of students
2. Perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment, and transfers, communicate personnel matters to employees, evaluate staff, provide in-service education to staff, maintain personnel files on current employees
3. Direct staff negotiations
4. File state and local required reports
5. Assist treasurer in preparing an annual budget for the board to consider
6. Assist treasurer in preparing an annual appropriations resolution
7. Act as school district's purchasing agent
8. Establish and maintain a public relations program to inform the public of the school district's activities and needs
9. Recommend courses of study, curriculum guides, and changes in texts and time schedules to the board
10. Supervise teaching and administration methods
11. Propose new policies to the board
12. Continually evaluate the school district's progress and needs
13. Conduct regular district administrative hearings
14. Prepare an annual school calendar for board adoption
15. Delegate duties to other staff members

File: CBG-E-2 (AFB-E-2)

16. Prescribe rules for the classification and advancement of students
17. Make board recommendations about pupil transportation in accordance with law and safety requirements
18. Recommend the location and size of new school sites and additions to existing sites
19. Represent the board as liaison between the school district and the community
20. Inform the board about the educational system as well as local, state, and national issues affecting education
21. Prepare and distribute an agenda to board members prior to each regular meeting
22. Take immediate action in cases of calamity, acts of nature, or other emergencies
23. Maintain respect at all times for confidential information, e.g., employee discipline / dismissals / contract issues, negotiations / Board of Education executive sessions, etc.
24. Make contacts with the public with tact and diplomacy
25. Interact in a positive manner with staff, students, and parents
26. Attend meetings and in-services as required

Other Duties and Responsibilities

1. Act as liaison between employees and the Board of Education
2. Attend local, state, and national conferences
3. Approve vacation schedules for salaried district employees
4. Supervise the purchase and distribution of textbooks, workbooks and other educational materials
5. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
6. Instill in students the belief in and practice of ethical principles and democratic values
7. Respond to routine questions and requests in an appropriate manner
8. Perform other duties as assigned

Qualifications

1. A valid superintendent's certificate issued by the State of Ohio
2. A Masters degree with a major in educational administration, preferable with completion of one year of graduate work beyond the Masters degree
3. Experience in teaching and administration totaling at least five years
4. A valid driver's license
5. Alternatives to the above qualifications as the Board of Education may find appropriate

File: CBG-E-2 (AFB-E-2)

Required Knowledge Skills and Abilities

1. Ability to communicate ideas and directives clearly and effectively both orally and in writing
2. Effective, active listening skills
3. Ability to work effectively with others
4. Organizational and problem solving skills
5. Ability to organize and compile data for various state and federal reports
6. Extensive knowledge of school finance
7. Ability to recommend additions and/or changes to curriculum appropriate to students' needs
8. Ability to handle a multitude of tasks simultaneously and in a timely manner
9. Ability to handle constant pressure and substantial amounts of stress
10. Ability to supervise a variety of jobs and positions
11. Strong visionary and leadership skills
12. Ability and confidence to make decisions based on the best interest of students
13. Ability to interact with unruly students and their parents

Equipment Operated

1. Computer / printer
2. Calculator
3. Typewriter
4. Occasional operation of a vehicle in inclement weather (i.e., being prepared to come to school on all scheduled days, except calamity day[s])

NOTE: The above lists are not ranked in order of importance.

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, or appointing authority.

File: CBG-E-2 (AFB-E-2)

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.

Signature Date

Adopted: [January 10, 2000]

LEGAL REF.: ORC 3319.01

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, will:

1. give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
2. act in matters of employment or dismissal of personnel after receiving the recommendations of the Superintendent;
3. hold all meetings of the Board in the presence of the Superintendent, except when matters such as the Superintendent's contract and/or salary are 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: January 10, 2000]

Liberty Union-Thurston Local School District, Baltimore, Ohio

People of
LIBERTY UNION-THURSTON LOCAL SCHOOL DISTRICT

LIBERTY UNION-THURSTON BOARD OF EDUCATION

Local Superintendent

Treasurer

Maintenance
Super

Cafeteria
Super

Supt
Secretary

Ed Tech

Ass't
Treasurer

Payroll
Clerk

Building
Services
Super

Transport
Super

Ed Tech Ass't

Maintenance

Maint Helper

Custodians

Cleaners

Bus Drivers

Bus Aide

Cashiers

Cooks

High School
Principal

Middle School
Principal

Elementary
Principal

Ass't
Principal

Athletic
Director

Music Aide /
Study Hall
Monitor

Wed. School /
Detention

ISS /
Study Hall

Guidance

Librarian

Nurse

Bldg Secretary

Teachers

[Adoption date: April 9, 2007]

Coaches

Faculty Mgr

A. D. Secy

Guidance Secy

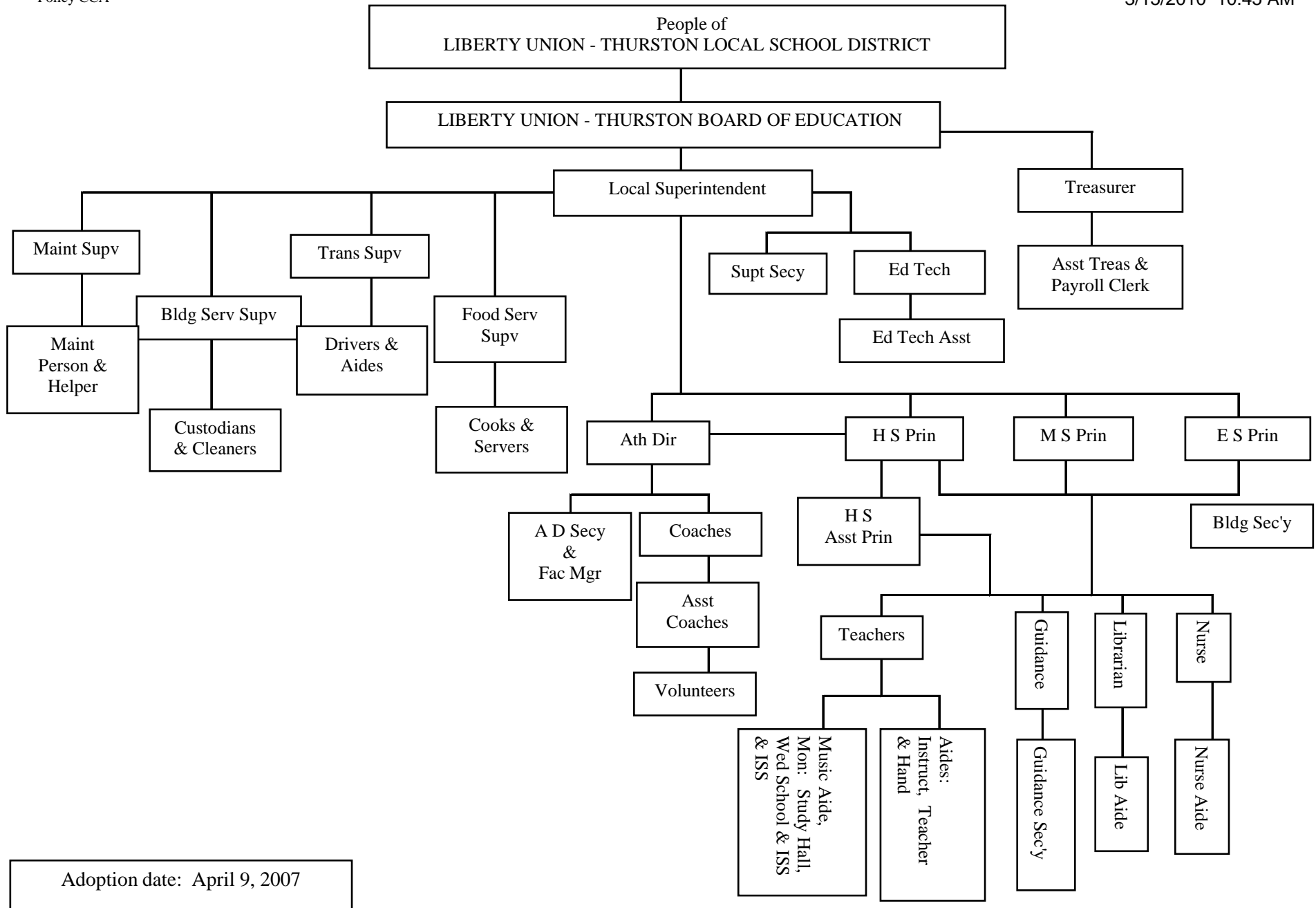
Library Aide

Ass't Nurse

Handicap Aide

Teacher Aides

Instructional Aide



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; 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 District.

[Adoption date: January 10, 2000]

CROSS REFS.: ABB, Staff Involvement in Decision Making (Also GBB)
BG, Board-Staff Communications (Also GBD)
CCA, Organizational Chart

Liberty Union-Thurston Local School District, Baltimore, Ohio

MANAGEMENT TEAM

The Board endorses the management team concept for the District.

The management team of the District consists of two groups.

Policy Team

The Board, Superintendent and Treasurer comprise the team. The Board President serves as team leader. Primary responsibilities of this team are to establish policies to guide the District and to ensure that the policies are carried out.

Administrative Team

All administrators within the District comprise this team. The Superintendent serves as team leader. The Superintendent serves as team leader. This team is responsible for carrying out the functions of planning, organizing, staffing, implementing and evaluating, guided by the policies established by the policy team and adopted by the Board.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. Every effort should be made 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.

Guidelines for the implementation of this policy are a primary management team concern. These guidelines 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: January 10, 2000]

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

Liberty Union-Thurston Local School District, Baltimore, Ohio

ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils and committees which are necessary for proper administration of the Board policies and for the improvement of the total educational program.

All councils 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 and committees are defined by the Superintendent and may be changed at his/her discretion.

Such councils and committees need not meet the requirements of the Sunshine Law.

[Adoption date: January 10, 2000]

CROSS REFS.: BF, Board Policy Development and Adoption

Liberty Union-Thurston Local School District, Baltimore, Ohio

File: CH

POLICY IMPLEMENTATION

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board.

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.

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools operate. These regulations and detailed arrangements constitute the regulations governing the school. They must be consistent with the policies adopted by the Board.

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: January 10, 2000]

LEGAL REF.: ORC 3313.20

File: CHB (Also BFCA)

BOARD REVIEW OF REGULATIONS

The Board reviews regulations developed by the administration to implement policy. The Board revises or nullifies 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.

The Board's approval of regulations is accomplished by the same procedure established for the adoption of policies.

Before issuance, District-wide 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.

[Adoption date: January 10, 2000]

LEGAL REF.: ORC 3313.20

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules may be known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as found 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 District wide policies and regulations and that all handbooks bearing the name of the District be of 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 legal status of Board-approved policy and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval.

[Adoption date: January 10, 2000]
[Revised: July 9, 2007]

LEGAL REF.: ORC 3313.20

CROSS REFS.: Staff Handbooks
Student Handbooks

File: CHD (Also BFE)

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent may take temporary action which 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 which 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: January 10, 2000]

LEGAL REF.: ORC 3313.20

File: CM

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: January 10, 2000]

LEGAL REF.: ORC 3313.94
 3315.07
 3319.04; 3319.32; 3319.33
 OAC 3301-11-01 thru 3301-11-06

SECTION C: GENERAL SCHOOL ADMINISTRATION

CA*	Administration Goals
CAA	District Administration Priority Objectives
CB	School Superintendent
CBA*	Qualifications and Duties of the Superintendent
CBAA*	Incapacity of the Superintendent
CBB	Recruitment and Appointment of Superintendent
CBC*	Superintendent's Contract
CBD	Superintendent's Compensation and Benefits
CBE	Superintendent's Development Opportunities
CBF	Superintendent's Consulting Activities
CBG*	Evaluation of the Superintendent (Also AFB)
CBH	Superintendent's Termination of Employment
CBHA	Superintendent's Retirement
CBI*	Board-Superintendent Relationship (Also BCD)
CC	Administrative Organizational Plan
CCA*	Organizational Chart
CCB*	Staff Relations and Lines of Authority
CD*	Management Team
CE*	Administrative Councils and Committees
CF	School Building Administration
CG	Special Programs Administration
CGA	Summer Program Administration
CGB	Adult Education Program Administration
CGC	State and Federal Programs Administration
CH*	Policy Implementation
CHA	Development of Regulations
CHB*	Board Review of Regulations (Also BFCA)
CHC	Regulations Dissemination
CHCA*	Approval of Handbooks and Directives
CHD*	Administration in Policy Absence (Also BFE)
CI	Temporary Administrative Arrangements
CJ	Administrative Intern Program
CK	Program Consultants

CL Administrative Reports

CM* School District Annual Report

* designates the policy areas covered by this school district

SECTION C: GENERAL SCHOOL ADMINISTRATION

- CA* Administration Goals (last revised date Jan.10, 2000)
- CAA District Administration Priority Objectives (last revised _____)

- CB School Superintendent (last revised _____)
- CBA* Qualifications and Duties of the Superintendent (last revised Jan.10, 2000)
- CBAA* Incapacity of the Superintendent (last revised Jan.10, 2000)
- CBAA-R* Incapacity of the Superintendent (last revised Jan. 10, 2000)
- CBB Recruitment and Appointment of Superintendent (last revised _____)
- CBC* Superintendent's Contract (last revised Jan.10, 2000)
- CBD Superintendent's Compensation and Benefits (last revised _____)
- CBE Superintendent's Development Opportunities (last revised _____)
- CBF Superintendent's Consulting Activities (last revised _____)
- CBG* Evaluation of the Superintendent (Also AFB) (last revised Jan.10, 2000)
- CBH Superintendent's Termination of Employment (last revised Jan.10, 2000)
- CBHA Superintendent's Retirement (last revised _____)
- CBI* Board-Superintendent Relationship (Also BCD) (last revised Jan.10, 2000)

- CC Administrative Organizational Plan (last revised _____)
- CCA* Organizational Chart (last revised _____)
- CCB* Staff Relations and Lines of Authority (last revised Jan.10, 2000)

- CD* Administrative Organization Plan (last revised _____)

- CE* Administrative Councils and Committees (last revised _____)

- CF School Building Administration (last revised _____)

- CG Special Programs Administration (last revised _____)
- CGA Summer Program Administration (last revised _____)
- CGB Adult Education Program Administration (last revised _____)
- CGC State and Federal Program Administration (last revised _____)

- CH* Policy Implementation (last revised Jan. 10, 2000)
- CHA Development of Regulation (last revised _____)
- CHB* Board Review of Regulations (Also BFCA) (last revised Jan. 10, 2000)
- CHC Regulations Dissemination (last revised _____)
- CHCA* Approval of Handbooks and Directives (last revised Jan. 10,2000)
- CHD* Administration in Policy Absence (Also BDE) (last revised Jan. 10, 2000)

- CI Temporary Administrative Arrangements (last revised _____)

- CJ Administrative Intern Program (last revised _____)

- CK Program Consultants (last revised _____)

CL Administrative Reports (last revised _____)

CM* School District Annual Report (last revised Jan. 10, 2000)

* designates the policy areas covered by this school district