Finneytown Local School District

Job Description

Job Title: Superintendent

General Description: The Superintendent shall strive to achieve student-focused District goals and provide educational direction and supervision to the professional and classified staff by acting as a proper role model both inside and outside the District.

Qualifications:

- Master's Degree or higher with specific emphasis in administration and supervision
- At least three years of administrative experience
- Valid Ohio Superintendent's certificate
- Ability to establish positive relationships with staff, administrative, and community
- Knowledge of principles, practices, concepts, and theories of management
- Knowledge of laws related to personnel, hiring, leaves, etc.
- Knowledge of budgeting procedure and costs related to personnel

Essential Duties and Responsibilities:

- Serves as the chief liaison between the Board and the school staff, transmitting communications from the Board to the staff, and communications from the staff to the Board
- Keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication and requesting special Board meetings that become necessary to keep the Board property informed
- Serve as district spokesperson; oversee communications, media relations, press releases
- Work cooperatively with the Board and administrative staff
- Work cooperatively with community groups that concerned with programs in the schools
- Ensure that all aspects of District operations comply with State laws and regulations as well as Board contracts and policies
- Coordinate with the Board on subcommittees (including Policy, Facilities and Strategic Planning)
- Establish and maintain a written educational plan for the District consistent with the educational goals adopted by the Board
- Ensure proper implementation of the current District-wide instructional plan as it applies to each building
- Analyze the results of instructional program development as it applies to the Board's goals
- Evaluate the progress of the professional and classified staff toward the attainment of educational goals
- Develop yearly district academic calendars
- Order and manage state testing materials
- Coordinate, evaluate and analyze K-12 assessments of student learning (including MAP, PSAT, and End of Year assessments)

- Recommend changes in instructional or staffing patterns based on an analysis of staff and program progress to the Board
- Assign staff to achieve the maximum benefit toward the attainment of educational goals
- Coordinates PublicSchoolWorks staff development program
- Manage the hiring of certified staff members
- Oversee the evaluation of certified staff members
- Assist in processing applications for staff licensure
- Oversee the Resident Educator Program
- Oversee the hiring and management of substitute teachers
- Evaluate administrators and exempted employees
- Serve as an administrative representative for labor contract negotiations
- Responsible for interpretation and implementation of any collective bargaining agreement between the Board and district personnel
- Serve as administrative representative to the Local Professional Development Committee
- Serve as district coordinator for the CCIP (Comprehensive Continuous Improvement Plan)
- Oversee the management of the Greater Cincinnati Application System
- Serve as co-liaison to H.C.E.S.C. Instructional Council
- Serve as district liaison with HCCA regarding EMIS, Progress Book and DASL
- Responsible for maintaining, reviewing, drafting, and updating Board of Education bylaws, policies and administrative guidelines (NEOLA)
- Responsible for Central Enrollment procedures including residency issues
- Oversee all district budgets
- Strive to increase the efficient use of District resources in the daily operations of the schools
- Strive toward the highest standards of personal conduct
- Communicate the measurements of District's student achievements to the Board (including Beginning of the Year assessments, End of the Year assessments and State scores)
- Perform other duties as assigned by the Board

From Board Policy 4120.01 "The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District."

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Reports To: Board of Education

Timeline of Process:

- Application deadline is November 30th, 2026
- Applications will be reviewed in December
- Interviews could start in December and run through February
- Anticipated hire date is March 2027
- Anticipated start date is August 2027

Interested Applicants apply to:

- Finneytown Local School District, Board President
- 8791 Brent Drive, Cincinnati, Ohio 45231
- Business Phone: (513)728-3700
- Email to: splaut@finneytown.org

Interested applicants shall submit a letter of interest, resume, most recent comprehensive evaluation, and 3-5 professional references.