REVISED: 5-24-98

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Superintendent	CODE: 03091
	MAJOR AGENCIES: County Board of Mental Retardation/Developmental Disabilities	JURISDICTION: County

FUNCTION: Under administrative direction from members of County Board of Mental Retardation & Developmental Disabilities, plans, administers & monitors programs for mentally retarded & developmentally disabled clients in accordance with prescribed policies, approves hiring of classified personnel & supervises operations carried out by agency personnel.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans & administers programs for mentally retarded & developmentally disabled clients (e.g., pre-school, school-age, home training, adult) evaluates & recommends program improvements to members of County Board of Mental Retardation & Developmental Disabilities, develops & reviews records concerning programs & progress of individuals served by agency, formulates & implements agency budget & maintains accounting system, develops plan for facilities & capital improvements, approves all personnel actions & employment contracts affecting classified employees in accordance with statutory requirements stipulated by Section 5126 of Revised Code, establishes & maintains personnel records system, prepares applications for federal funds, provides information to parents & interested parties, acts as liaison & performs public relations activities with various governmental agencies & non-profit organizations, plans efficient transportation system, ensures availability of equipment, supplies & adequate insurance coverage essential for program operation, attends meetings & conferences as required & prepares necessary reports & financial records.	Knowledge of (1) education, public or social agency administration, (2) school, public or administrative law, (3) school or public finance, (4) curriculum/habilitation programming, (5) supervision of instruction or principles of supervision, (6) psychological foundations, (7) research &/or evaluation, (8) personnel management, (9) program/community relations, (10) social & philosophical foundations, (11) educational facilities or plant management; ability to (12) deal with many variables & determine specific action, (13) develop complex reports & position papers, (14) gather, collate & classify information about data, people or things, (15) establish friendly atmosphere as superintendent & develop good rapport with clients & their families. (*) Developed after employment.

MINIMUM CLASS REQUIREMENTS: (including license, if any.) Must have Superintendent credential issued by Ohio Department of Mental Retardation & Developmental Disabilities.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Supervises & evaluates performance of agency personnel, assigns & directs activities of agency personnel regarding implementation & improvement of training &/or education programs, consults with workshop personnel on improvement of training & production methods & techniques, develops & conducts inservice training programs for supervisors & operational personnel & reviews & evaluates progress reports documenting services provided by agency.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 10, 11; ability to 12, 14, 15.
3		Monitors program activities to ensure quality & effectiveness of services provided to clients, conducts onsite visits of programs & sheltered workshops to observe & evaluate programs & practices, ensures safety & efficiency of transportation system, observes admissions, dismissals & assignments of pupils & workshop clients & evaluates their progress & performance.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11; ability to 12, 15. (*) Developed after employment.

MINIMUM CLASS REQUIREMENTS: (including license, if any.)