

## **ABOUT US:**

The State Board of Education is made up of 19 members—11 elected and eight appointed by the governor. The chairs of the education committees of the Ohio House and Ohio Senate serve as non-voting ex officio members of the Board. The statutory duties and responsibilities of the State Board of Education are enumerated in Section 3301.111 of the Ohio Revised Code.

## **POSITION DESCRIPTION:**

The Superintendent of Public Instruction is the executive and administrative officer of the State Board of Education. The Superintendent is appointed by and serves at the pleasure of the State Board of Education.

## **ESSENTIAL FUNCTIONS:**

- Provides expertise in the field of K-12 education.
- Serves as the executive officer of the State Board of Education.
- Administers, directs, and coordinates all internal and external operations of the Board and assists in fulfilling the following educational responsibilities and functions within the Board's statutory authority, in accordance with Section 3301.111 of the Ohio Revised Code:
  - Adopts requirements for educator licensure;
  - Processes and issues educator licenses;
  - Investigates and resolves educator misconduct complaints;
  - Evaluates background checks, evaluates eligibility for licensure, and participates in the retained applicant fingerprint database program;
  - Determines school district territory transfer disputes;
  - Administers the teacher and school counselor evaluation systems;
  - Oversees the Ohio Teacher of the Year program; and
  - Interfaces with and provides staff support to the Educator Standards Board.
- Implements the educational policies, orders, directives, and administrative functions of the State Board of Education, including but not limited to the:
  - Implementation of the Board's policies and procedures;
  - Promulgation of administrative rules in accordance with Section 3301.111 of the Ohio Revised Code and Chapter 119 of the Ohio Revised Code;
  - Advocacy of the Board's legislative, budget, and policy recommendations regarding priorities for primary and secondary education to the Director of the Department of Education and Workforce;
  - Facilitation of Board requests for assistance from the Department of Education and Workforce in the exercise of the Board's statutory powers and duties;
  - Facilitation and communication of information with the Department of Education and Workforce as necessary for both entities to effectively perform their functions including sharing proprietary or confidential information; and
  - Compliance with all statutory and regulatory requirements.

- Represents and advocates on behalf of the Board and actively engages with the Governor's office, state agencies, federal agencies, legislators, national organizations, and stakeholders.
- Leads staff to carry out the day-to-day administrative responsibilities for all aspects of the Board's operations including:
  - Recruiting, hiring, and training staff, setting compensation, conducting performance evaluations, and disciplining and terminating employees;
  - Developing organizational structure and staffing patterns to support the work of the Board;
  - Developing employment policies and procedures; and
  - Assigning and supervising staff.
- Oversees the Board's budgetary and financial operations including its annual operating budget, receipt of revenue, disbursements of funds, and approval and execution of contracts.
- Oversees the development and implementation of the information technology plan for the Board.
- Serves as the Secretary of the State Board of Education and attends board meetings.
- Maintains records of all official proceedings of the Board, keeps the records, papers, and documents belonging to the Board, and establishes safeguards to prevent disclosure of confidential information.
- Acts as a representative of the Board by:
  - Serving as the Board's spokesperson;
  - Serving as an advisor to the Director of the Department of Education and Workforce;
  - Engaging with school personnel and other stakeholders; and
  - Serving as a nonvoting, ex-officio member of the Educator Standards Board and the Subcommittee on Standards for Superintendents;
- Performs other duties as assigned by the Board.

## **COMPENSATION:**

The State Board of Education will offer the successful candidate a competitive salary, commensurate with the preparation, qualifications, experience and record of the candidate, as well as an attractive State of Ohio benefits package. Find more information on the [State of Ohio Total Rewards](#).

Ohio is a Disability Inclusion State and strives to be a Model Employer of Individuals with disabilities. The State of Ohio is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

Note: Ohio law prohibits a person who is interested financially in any book publishing or book selling company, firm, or corporation from being eligible to be appointed or serve as Superintendent of Public Instruction.