

# ADMINISTRATIVE VACANCY WITH OREGON CITY SCHOOLS

# ASSOCIATE SUPERINTENDENT

During the 2024 - 2025 school year, The Associate Superintendent position will have the goal to provide exceptional leadership in Oregon City Schools leading to high achieving programs, positive culture and student success working with district leaders, staff and community.

*Oregon City Schools is a public K-12 school district with 3300 students, 285 certificated staff, and 200 classified staff.*

## REQUIREMENTS & QUALIFICATIONS:

- State of Ohio Superintendent License
- Five Years Administrative Experience
- Minimum of three letters of reference required

**SALARY:** As determined by the Board of Education  
Administrative Salary Schedule/Fringe Benefits

**CONTRACT DAYS:** 260 days

**CONTRACT LENGTH:** One year contract

**DEADLINE:**  
**Friday,**  
**April 12,**  
**2024**

Send a letter of application, resume and reference letters to:



Carol-Ann Molnar  
School Board President  
Oregon City Schools  
5721 Seaman Road  
Oregon, Ohio 43616  
cmolnar@oregoncs.org

Questions? Contact Pam Csehi, Administrative Assistant, Oregon City Schools, pcsehi@oregoncs.org, or call 419-725-3384

The Oregon City School District adheres to Title VI, Title IX, ADA, and Section 504; thus, does not discriminate in educational programs and employment practices on the basis of race, color, national origin, age, sex or handicap.



# Oregon City Schools Administrative Vacancy 2024 - 2025 School Year

**TITLE:** ASSOCIATE SUPERINTENDENT

**QUALIFICATIONS:** A valid Ohio Superintendent license

**REPORTS TO:** Superintendent

**SUPERVISES:** Administrative Team - Principals, Directors, and Supervisors

## **PERFORMANCE RESPONSIBILITIES:**

- Assist and support duties of Superintendent
- Coordinate the updating and assist in the implementation of the district strategic plan
- Support principals and district leaders in the day to day operations of the district
- Provides leadership for conflict resolution for schools, parents, students and staff
- Evaluate principals annually using the Ohio Principal's Evaluation System
- Assist in the evaluation of all other administrators annually
- Assists in the matters of diversions, suspensions, expulsions and student discipline
- Communicates with both the certificated and classified union leaders to work through negotiated agreement concerns and directly involved with the negotiation process and collective bargaining
- Oversees human resource activities including onboarding and offboarding all employees
- Attends and participates in all board of education meetings, work sessions and special meetings
- Attends and supports district activities including athletics, arts, and various other evening activities
- Supports and engages community organizations, businesses, and attends appropriate community events
- Oversees district student enrollment
- Assumes other duties as assigned by Superintendent

## **SKILLS AND ABILITIES:**

- Strong interpersonal, verbal, and written communication skills
- Ability to organize and facilitate productive meetings
- Strong work ethic and dedication to continuous improvement
- Strong belief in culture and building relationships
- Ability to hold critical conversations with individuals in need of improvement
- Knowledge of special education, state standards, state grade card and best practices