



# Shaker Heights Schools

Shaker Heights, Ohio 44120-2699

## BOARD OF EDUCATION MEMORANDUM

**TO: Strategic Plan Team**  
**FROM: Dr. Gregory C. Hutchings, Jr., Superintendent of Schools**  
**DATE: March 3, 2014**  
**SUBJECT: Administrative Reorganization and Succession Plan**

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As we work toward the completion of the Five-Year Strategic Plan and the implementation of the recommendations from my 90-Day Plan, it is important for our administrative structure to reflect our priorities. To that end, I have worked with senior administrators to create a Reorganization and Succession Plan for central office and building-level administrators. Several overarching themes guided the development of this two-year plan:

- Organizing the responsibilities of the Assistant Superintendent positions to support student needs and provide greater clarity in reporting lines.
- Reviewing the current job descriptions and titles to enhance and align responsibilities for enriched services to students, staff and parents.
- Providing for mentoring opportunities for new and current administrators.
- Developing a succession plan for the replacement of retiring administrators.

### **Reorganization and Succession Plan for 2014-2015**

- The business manager position, which has been vacant since July 2013, will be retitled to Assistant Superintendent of Business and Operations with added responsibilities.
- The position of Director of Curriculum will be created. This position will be funded by reducing the contracts of two senior administrators from 100% to 60%.
- Two other positions will be filled due to retirements of the Woodbury Principal and the Director of Technology and Media Services.
- Some reporting lines and responsibilities will be changed.

### **Reorganization and Succession 2015-2016**

- The Assistant Superintendent of Academic Support Services will become a full-time position, to be filled by a new hire.
- The Chief of Staff's District responsibilities will be reallocated to other administrative staff members and the position will be eliminated.
- This plan may need to be adjusted as District and student needs dictate.

Attached are two documents that are guiding us in this process: (1) our internal working timeline and (2) charts outlining roles and responsibilities for each of the next two years.

This information will be shared with Instructional & Administrative Council on Monday, March 3, 2014 at 4:00pm. Information will be publicized to the community promptly.

**SHAKER HEIGHTS CITY SCHOOL DISTRICT  
ADMINISTRATIVE REORGANIZATION AND SUCCESSION PLAN, 2014-16  
WORKING TIMELINE**

**Subject to Change**

<b>WEEK OF</b>	<b>BUILDING</b>	<b>CENTRAL OFFICE</b>	<b>NATIONAL SEARCH</b>
Feb. 3	Woodbury principal retirement announced and accepted at school board meeting		
Feb. 10	Discussion with Middle School Principal on reassignment to Woodbury		Begin research on search firms for Assistant Superintendent of ----, Middle School Principal and Director of Curriculum
Feb. 17			<i>Same as above</i>
Feb. 24		Discussion with current administrators on changes in title and job description changes (2/28/14)	Search firm chosen by 2/27/12
March 3	Woodbury new principal and assistant principal announced (3/3/14)	Morning meeting with principals to announce change in reporting lines for K-6 principals  Reorganization/ Succession plan announced to I & A Council (3/4/14 at 4:00pm)	Timeline, job description etc.
March 17			Jobs posted
March 31			Interviews
May 12			Successful candidates chosen
May 26			Contract signed to begin July 1, 2014