



SECTION 1121  
CATEGORY Administration  
SUB-CATEGORY Assistant Superintendent for Personnel

### **QUALIFICATIONS:**

1. New Jersey State Certification as a School Administrator.
2. Minimum of five years' teaching experience preferred.
3. Minimum of three years' experience in an administrative/supervisory capacity.
4. Exceptional writing, oral, interpersonal, and analytical skills.
5. Knowledge of applicable laws, regulations and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

### **REPORTING RESPONSIBILITIES**

Assistant Superintendent for Personnel reports to the Superintendent of Schools.

### **SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Assistant Superintendent for Personnel shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

### **JOB GOAL**

The Assistant Superintendent for Personnel, in accordance with Board policy and New Jersey Statute and guided by the administrative rules of the Superintendent, is a district-wide leader in the areas of human resources administration, labor contract administration, staff development activities, and school security. The individual must have the necessary administrative leadership skills and abilities to organize and implement programs in connection with his or her responsibilities. The Assistant Superintendent for Personnel provides vision and leadership to district staff. He or she organizes, manages, and evaluates effective and clear procedures for the operation of a comprehensive system of recruitment, human resources management, and development based on applicable state and federal laws, Board policy and regulations, and contractual requirements. The Assistant Superintendent for Personnel also oversees all aspects of the school district's safety and security.

### **TERMS OF EMPLOYMENT**

Twelve-month individual contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.



## **PERSONAL EVALUATION**

The Assist Superintendent for Personnel shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by the Superintendent of Schools at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **A. Relationship with the Superintendent**

1. Works with the Superintendent of Schools, keeping him or her informed on issues, strengths, and needs related to the instructional program.
2. Offers professional advice to the Superintendent of Schools on items requiring Board action with appropriate recommendations and supporting data based on thorough study and analysis.
3. Informs the Superintendent of Schools on the status of job-specific projects or actions.
4. Supports all official decisions on district matters by the Superintendent of Schools, once an official decision has been reached.

### **B. Educational Leadership**

1. Implements the district's goals, objectives, policies and the state's goals and requirements.
2. Recommends to the Superintendent of Schools changes in policies and administrative rules relating to the implementation of the educational program in the school district.
3. Encourages research and creativity among district staff.

### **C. Budget Development and Financial Planning**

1. Assists the Superintendent of Schools and Business Administrator in the preparation of the annual budget with accurate and complete information and analysis in the area of instructional services, supplies and equipment.
2. Evaluates financial needs and makes recommendations for adequate financing to accommodate short and long-range budget planning related to the instructional program.

### **D. General Staff Management**

1. Accepts and carries out responsibilities for maintaining liaison between the Superintendent of Schools and instructional personnel.
2. Evaluates staff using an evaluation approach that identifies specific areas of strengths and needs. Recommends and plans with staff specific alternative approaches for improvement in performance, including an array of strategies consistent with effective counseling, consultation, and special instruction.
3. In cooperation with other district administrators, plans for the annual assignment of instructional personnel.
4. In conjunction with the district administrative staff, assists in the supervision and evaluation of teaching personnel.
5. Plans and administers procedures for the evaluation of all members of the instructional staff in the school district.
6. Organizes, directs, and supervises the district-wide subject area supervisors to provide a comprehensive program of curriculum development and evaluation.
7. Serves as a member of the Superintendent's administrative team for administrators' evaluations.
8. Works cooperatively with the Superintendent and Business Administrator/Board Secretary in projecting school-age population in the district.



E. Personnel Management

1. Assists the Superintendent with the establishment of annual district goals and improvement objectives.
2. Attends Board meetings and prepares reports and position statements as requested by the Superintendent. Attends and presides over meetings as the Superintendent designates.
3. Develops and implements procedures to recruit and recommend highly qualified personnel to fill vacancies within the district, including identifying criteria for selection.
4. Assists in the system of personnel evaluations in accordance with state regulations that includes overseeing the evaluation procedures and timelines so that personnel evaluation is accomplished in a fair and consistent manner that encourages growth in accordance with law, Board policy, and contractual requirements.
5. Plans and administers a recruitment program for instructional personnel including administrators, supervisors, and teachers.
6. In conjunction with the district administrative staff, assists in the supervision and evaluation of teaching personnel.
7. Prepares documentation for recommendation to the Superintendent of Schools on matters such as renewal, dismissal, withholding of increments, tenure proceedings, or other actions, following established procedures and timelines.
8. Establishes procedures for and supervises the assignment, reassignment, transfer or promotion of personnel.
9. In collaboration with other district administrators, plans for the annual assignment of instructional and non-instructional personnel.
10. Manages, when necessary, a reduction-in-force (RIF) program, following established timelines, procedures, and seniority rules.
11. Advises the Superintendent on personnel and supervisory needs.
12. Oversees the approval of tuition reimbursement and guide movement for eligible staff.
13. Supervises a system of resolving grievances in accordance with collective bargaining agreements under law, follows established procedures, maintains accountability and resolves issues in a fair and equitable manner. At the request of the Superintendent, serves as the hearing officer for grievances.
14. Gathers and analyzes data to assist with contract negotiations and assists the Superintendent of Schools in the negotiations process, as requested.
15. Coordinates legal research and correspondence related to personnel matters.
16. Administers the Comprehensive Equity Plan related to employment practices in accordance with state requirements.
17. Oversees the coordination of health benefits for district employees.
18. Ensures completion of mandatory professional development workshops and trainings.
19. Maintains up-to-date policies, regulations, and information from agencies such as the Somerset County Superintendent's Office and the State Department of Education.
20. Serves as an Affirmative Action Officer, when necessary.
21. Serves as a district representative at local, county, state, or national human resources meetings or conferences.

F. School Safety and Security

1. Establishes, maintains, and monitors the District Safety Plan.
2. Serves as the coordinator for the district Crisis Management Team.
3. Assists building administrators with the development of campus security, personnel utilization practices, and safety procedures
4. Develops emergency plans for as outlined by the Department of Education.



5. Develops staff safety training programs to be administered on an annual basis.
6. Evaluates and recommends improvements to individual school preparedness by observing monthly drills.
7. Implements visitor registration and identification procedures.
8. Individually, or in conjunction with the Superintendent, serves as a district liaison with local, county, state and federal law enforcement agencies in order to coordinate services as well as develop and maintain the Memorandum of Agreement with law enforcement.

**G. Other Duties**

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2018 August 28