



Series	BOARD BYLAWS
Section	Board Organization
Policy	Superintendent of Schools: Position Description

## **QUALIFICATIONS**

1. New Jersey State Certification as a School Administrator.
2. Such additional qualifications as the Board of Education may deem appropriate.

## **REPORTING RESPONSIBILITY**

The Superintendent is directly responsible to the Board of Education in the performances of his or her duties.

## **SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Superintendent directly or indirectly supervises every employee in the school district except the Board Secretary, the Auditor, the Attorney, and the Treasurer of School Moneys who are directly responsible to the Board. The Superintendent shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

## **JOB GOAL**

The Superintendent serves as the chief executive officer of the Board of Education and is responsible for the administration and general supervision of the school district in accordance with Board policies and New Jersey Statutes. He or she serves as the professional advisor to the Board of Education, has a seat on the Board, has the right to speak on all educational matters at Board meetings, but has no vote. He or she attends all Board meetings except when his or her contract is being considered.

## **TERMS OF EMPLOYMENT**

A contract of not less than three nor more than five years, as per N.J.S.A. 18A:17-15. The Board will notify the Superintendent as required by law or contract in advance of non-renewal of contract. Benefits as described in Board policy.

## **PERSONAL EVALUATION**

The Superintendent of Schools shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by the Board of Education 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 Board**

1. Keeps the Board informed on issues, needs, and the operation of the school system.
2. Offers professional advice to the Board on items requiring Board action, including proposed changes in policy, with appropriate recommendations and supporting data based on thorough study and analysis.
3. Provides the Board with full research and evaluation data for long-range planning for all phases of district operations.
4. Takes emergency action when necessary, but keeps the Board of Education advised of all such action.
5. Informs the Board and general public, in an annual report or a series of reports, on the state of the public schools, including directions, needs, plans, achievements and inadequacies.
6. Establishes the agenda, in consultation with the Board President.
7. Interprets, executes, and supports Board policies. Recommends new policies and revisions as needed.
8. Maintains a professional working relationship and posture with the Board.
9. Communicates information between the Board of Education and district staff, clarifying information as necessary.
10. Supports his or her own views and those of the Board once an official decision has been reached.
11. Attends all regular and special meetings of the Board, and committee meetings as needed.
12. Notifies the Board President and/or Vice President one week prior to any vacation day(s) or professional day(s) that will result in him or her being absent from the district for a period equal to or greater than two consecutive days. In the event that neither the President or Vice President are able to be contacted, the Superintendent shall notify all the remaining Board Members.
13. As required by New Jersey Administrative Code or New Jersey Statute, the Superintendent will ensure the district is in compliance with all reporting requirements.

### **B. Community Relations**

1. Gains respect and support of the community on the conduct of the schools.
2. Develops and maintains a cooperative relationship with the news media.
3. Responds appropriately to problems and opinions of groups and individuals.
4. Achieves status as a community leader in public education.
5. Works effectively with public and private agencies.
6. Maintains a professional posture to elected officials and community members.

### **C. Staff Management**

1. Develops and executes sound personnel procedures and practices.
2. Develops and maintains staff morale and loyalty to the organization.
3. Is responsible for the selection and placement of all instructional and non-instructional personnel and recommends them for employment by the Board.
4. Organizes the staff so that appropriate decision-making may take place at various levels.
5. Periodically reviews, reorganizes, and defines staff roles, duties, and responsibilities to take full advantage of staff's special competencies and to meet district needs.
6. Maintains high standards of performance for all staff members. Supervises and evaluates the performance of staff members effectively employing well-developed instruments and procedures. Is indirectly responsible for the ongoing evaluation of all



- personnel and for the evaluation of building and central administrators.
7. Meets and confers with employee groups representing the interests and directives of the Board.

D. Educational Leadership

1. Implements the district's goals, objectives, and policies and the Department of Education's goals and requirements.
2. Is responsible for the general supervision of the instructional programs, as well as supervises research essential to the efficient operation of the school system and the improvement of instruction.
3. Is responsible for a planned program of curriculum development, improvement, and evaluation including all courses of study, as well as the purchase of textbooks, instructional supplies, and equipment.
4. Encourages research and creativity among employees.
5. Exemplifies the skills and attitudes of the master educator and inspires others to highest professional standards.
6. Prepares district goals and coordinates the creation of school goals with input from staff, students and community each school year communicating the process and outcome to the Board of Education.
7. Is responsible for pupil progress and growth toward program objectives as measured by available indicators such as state and standardized test results.

E. Business and Finance

1. Evaluates needs and is responsible for the operations of the school program, plant, equipment, and supplies.
2. Evaluates financial needs and makes recommendations for adequate financing.
3. Is responsible for the preparation of the annual budget.
4. Is responsible for administering the annual budget as enacted by the Board with a maximum of efficiency and a minimum of waste in accordance with legal requirements and Board policies.
5. Is responsible for appropriate records, as required by the Board of Education, the State of New Jersey, and other legal agencies.
6. Seeks ways to effect more efficient business and financial procedures.

F. 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 Board of Education.
3. Adheres to all district policies and regulations, including but not limited to:
  - Teaching Staff Member/School District Reporting Responsibilities – 3159
  - Physical Examination – 3160
  - Substance Abuse – 3218
  - Electronic Communications between Teaching Staff Members and Students – 3283
  - 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