

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Chief Academic Officer/Secondary Administrator

II. PRIMARY FUNCTION

Assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all curriculum projects as well as student grading/scheduling/assessment, guidance, athletics, and special services program in all secondary grades of the district

III. REPORTS TO

Superintendent of Schools

IV. SUPERVISES

- Supervisors
- Staff Development Trainers
- Executive and support secretaries
- Other staff, as assigned

V. QUALIFICATIONS

- Master's Degree or higher, with a major in Educational Administration preferred
- Must hold or be eligible for New Jersey School Administrator Certificate
- A minimum of seven (7) years' experience in the field of public school education, with combined years in teaching and administrative experience required. Administrative experience at both the building level and central office level preferred.
- Proven leadership in the areas of strategic planning, special services, school management, curriculum and instruction and staff supervision/evaluation.
- Ability to plan and administer large budgets and accounts
- Excellent communication and problem solving skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Assists the Superintendent in accomplishing the district's Strategic Plan/Goals, by working in areas identified by the Superintendent
- Oversees all schools within his/her area of jurisdiction and receives communications from building principals regarding any irregularities that affect the operation of the school program
- Recommends and oversees the establishment, organization, and operation of programs and procedures to provide adequate services for all district students
- Compiles and interprets statistical data on pupil performance, and provides this information and recommendations to the Superintendent, supervisory staff, and others as appropriate
- Assumes responsibility for pupil reporting systems, including pupil attendance, and shall solicit the input of other administrators in additions, deletions, or changes to such programs and makes appropriate recommendations for Board policies or related regulations
- Provides for the evaluation of programs under his/her jurisdiction, and makes appropriate recommendations for deletion, addition, or modification of such programs
- Maintains sources of instructional materials
- Direct all phases of the district's testing programs
- Serves as district liaison to county and state agencies for areas of responsibility, including NJQSAC, Curriculum Council and NCLB mandates
- Direct and ensure the advancement of technology integration across the curriculum for teaching

- and for assessment as well as student information data applications
- Coordinate the state-mandated mentoring program
- Direct and supervise all phases of the district's in-service/staff development program for certified and non-certified personnel. Ensure state requirements are met for teaching staff and administrators.
- Serve as district liaison to county and state agencies for oversight of the Local Professional Development Committee
- Direct and supervise the process of obtaining and applying for state and federal grants
- Assists in setting school allocations in his/her area of jurisdiction
- Assists the schools and central administration in the development of budgets and guidelines for per pupil or program expenditures
- Monitors school level and central office expenditures in areas in his/her area of jurisdiction
- Assists the Superintendent in forecasting future pupil enrollments
- Facilitates requests for information and shall provide news media and governmental agencies with information under his/her area of jurisdiction
- Prepares tentative school calendars consulting with bargaining units where mandated, as well as with others as needed
- Participates in the interview process and selection of members of the administrative staff or other positions as appropriate
- Assists the Superintendent in the evaluation of the designated central office staff, building principals, assistant principals, supervisory staff and other positions as appropriate
- Monitor compliance of all teacher observation and evaluation procedures and regulations and ensure that the quality of all observations and evaluations as written capture and reinforce state and local standards
- Ensure district compliance of the NJDOE Comprehensive Equity Plan and relevant instructional/staff development areas of NJQSAC
- Serves, when designated, in the absence of the Superintendent as the Chief Administrative Officer of the district
- May represent the Superintendent internally on standing committees, special committees and externally at special events, service club meetings and community activities
- Assists in the preparation of the School Board meeting agenda, preparing related actions items of routine and priority nature, as well as timely reports
- Attends board meetings and prepares periodic reports for the Superintendent and Board of Education on measures of progress on all assigned tasks
- Performs such other duties as may be assigned by the Superintendent of Schools and/or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

Job Descriptions/Chief Academic Officer/Secondary Administrator – Section I

APPROVED: June 24, 2013