

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Superintendent of Schools

II. PRIMARY FUNCTION

The Superintendent of Schools shall serve as the chief executive officer of the Board of Education and shall be responsible for the administration and general supervision of the total school district in accordance with Board policies and New Jersey statutes.

III. REPORTS TO

Board of Education

IV. SUPERVISES

All district employees

V. QUALIFICATIONS

- Master's degree in administration and supervision – Doctorate preferred
- Minimum of five (5) years' experience in administration/supervision
- Experience as a principal required
- Experience in central office administration preferred
- Must hold or be eligible for New Jersey School Administrator's Certificate
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

The Superintendent of Schools shall:

- Be the chief executive officer of the Board of Education with the authority to manage and direct the affairs of the schools under the policies and regulations established by the Board of Education
- Serve as professional advisor to the Board of Education
- Report to the Board of Education on the conditions and needs of the school system and the effectiveness of the policies and regulations under which the system is operating
- Supervise the physical operation of the school plant and its facilities and make appropriate recommendations
- Be responsible for the selection of all instructional and non-instructional personnel and recommend them for employment by the Board
- Recommend for suspension or discharge any employees whose services are unsatisfactory
- Supervise the business and financial affairs of the district through the office of the Board Secretary/Business Administrator
- Keep appropriate records, as required by the Board of Education, the State of New Jersey and other legal agencies
- Be responsible for the general supervision of the instructional programs, as well as supervise research essential to the efficient operation of the school system and the improvement of instruction
- Keep the Board of Education informed of the needs and achievement of pupils of the school system so that the Board of Education may interpret the school system to the public
- Recommend to the Board of Education all courses of study, as well as the purchase of textbooks, instructional supplies and equipment
- Take emergency action, when necessary, but keep the Board of Education advised on all action

- Be responsible for the preparation of the agenda for each regular and special meeting of the Board of Education
- Be responsible for the preparation of the annual budget
- Keep the Board of Education informed of all school building needs
- Provide the Board of Education with full research and evaluation data for long-range planning for all phases of school board operations
- Recommend policy change for Board of Education consideration, when necessary
- Establish methods of evaluating the effectiveness of each educational program in the system and make periodic reports to the Board of Education
- Perform such other duties as may be assigned by Board of Education

VII. TERMS OF EMPLOYMENT

Individual contractual agreement with the Board of Education

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Job Description/Section I SUPERINTENDENT OF SCHOOLS

APPROVED: November 22, 2010