

1230 SUPERINTENDENT'S DUTIES

Title: Superintendent of Schools

Qualifications:

- Certificate, license, or other legal credential required
- Degree(s) required and area of major study
- Kind and amount of prior job experience required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Board of Education

Supervises: Directly and indirectly every district employee

Job Goals:

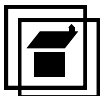
To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

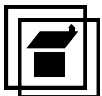
Further, shall have the general powers and duties as set forth in N.J.S.A. 18A:17- 20.

Performance Responsibilities:

1. Administers as Chief School Administrator, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
2. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.



3. Nominates for appointment, assigns, defines the duties of all personnel, in collaboration with Building Principals, subject to the approval of the Board.
4. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
5. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees all communications to be made to the Board.
6. Formulates school objectives, plans, and programs; recommends and implements policies and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools and in compliance with mandates of Title VI (T & E).
7. Management of District funds.
8. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable and recommends policy in order to provide guidance in the future.
9. Supervises the preparation and presentation of the annual budget, in collaboration with business office manager and finance chairman, and recommends it to the Board for approval. Compiles necessary statistical data for the preparation of the fiscal budget.
10. Attends and participates in all meetings of the Board except executive sessions of those meetings which are concerned with the Superintendent's employment.
11. Conducts continuous evaluations of the progress and needs of the schools and keeps the public and Board informed.
12. Assumes responsibility for an accounting procedure adequate to record in detail all financial transactions as prescribed by statute and Board policy.
13. Supervises programs of plant maintenance and expansion.
14. Negotiates contracts involving special facilities and programs and letting of school buildings and supervision of same.



POLICY

WATCHUNG BOROUGH BOARD OF EDUCATION

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15. Provides the in-service training program for business office personnel.
16. Interprets the financial position of the district to the community at large.
17. Assumes responsibility for supervising custodial and maintenance personnel.
18. Performs such other tasks as may from time to time be assigned by the Board.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;
18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 19 October 2016

