

**Middletown Township Board of Education  
Middletown, New Jersey 07748**

**JOB DESCRIPTION**

**Title:** Assistant Superintendent for Student Support Services

**Qualifications:** New Jersey School Administrator certificate

Minimum of 8 years experience in education, 4 of which must have been in administration (required)

Possess a comprehensive understanding of issues related to the operation of schools

Demonstrated knowledge of school law

Demonstrated knowledge of school security and emergency management

Demonstrated understanding of student data management and reporting

Demonstrated administrative, organizational and interpersonal skills

Demonstrated ability in written and oral communication skills

Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports to:** Superintendent of Schools

**Job Goals:** Responsible for the administration and primary supervision of a comprehensive program of support services in the areas of:

- Emergency Management and School Security
- Student Information Systems
- Residency and Registration
- Guidance Services, Mental Health, Substance Abuse Prevention
- Co-curricular Activities
- Discipline and General School Climate
- Alternative Programs
- Homeless/Ed Stability Liaison
- Law Enforcement Liaison Liaison to Community Programs (YMCA/Municipal Alliance)
- Civil Rights Data Collection

**Performance Responsibilities**

1. Serve as a member of the Central Office Administrative Team.
2. Provide leadership in the formulation of objectives for a comprehensive program of student support services as well as promote the understanding of these objectives of the District.

## **Job Description – Assistant Superintendent for Student Support Services**

3. Oversee the District's student information systems, including preparation and submission of NJ SMART student data, Civil Rights Data Collection report and other state and federal student data reports. Supervise the Student Information Systems Supervisor.
4. Provide staff and community leadership to ensure the understanding of and promotion of the educational objectives of the District.
5. Coordinate the implementation of guidance and mental health services and programs.
6. Provide supervision and guidance in maintaining positive school climates in district schools.
7. Monitor student data related to attendance and behavior infractions and provide supervision and guidance in reviewing, revising and implementing best practices in promoting positive student behavior.
8. Oversee emergency management and school security. Supervise the School Security Supervisor.
9. Coordinate the implementation of the district's substance abuse prevention programs and supervise district substance abuse counselors (SAC's).
10. Prepare violence and vandalism reports and submit semi-annually to the NJDOE and monthly to the Board of Education.
11. Carry out duties of Liaison to Law Enforcement. Interface with community law enforcement, fire department, and other government emergency management offices.
12. Provide supervision and guidance in the implementation of student co-curricular activities.
13. Oversee student registration and compliance with district residency practices.
14. Coordinate updating all district policies. Report regularly to the Superintendent on the operating effectiveness of existing policies and recommend changes deemed necessary
15. Oversee the implementation of all district policies related to areas of supervision.
16. Communicates all information regarding policies and procedures related to areas of responsibility for staff members, interpreting content as required or requested.
17. Engage in the activities of local, state and national organizations, and other growth activities as may be necessary to provide this community with quality leadership.

## **Job Description – Assistant Superintendent for Student Support Services**

18. Exercise such educational and administrative leadership, supervision and guidance of staff as may be necessary for producing the best possible educational conditions and outcomes for students. Conduct evaluations of teachers and administrators as assigned.
19. Advise the Superintendent in all matters pertaining to the general welfare of the schools.
20. Recommend to the Superintendent the employment, promotion, assignment, transfer, withholding of increment, discipline, dismissal or retirement of any school employee.
21. Direct educational committees as determined by district, program and school needs.
22. Perform all other duties and responsibilities as assigned by the Superintendent.

**Terms of Employment:** Twelve month year  
Salary and fringe benefits to be determined by the Board of Education

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel

**Approved:**