

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

**JOB DESCRIPTION**

**Title:** Assistant Superintendent for Human Resources and Operations

**Qualifications:** New Jersey School Administrator certificate

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

Demonstrated ability to effectively and efficiently plan, schedule and utilize resources

Demonstrated ability to make high-quality decisions, involving others appropriately in decision making, related to areas of responsibility

Demonstrated ability in written and oral communication skills as well as in establishing effective working relationships with district staff and community members

Demonstrated ability in the recruitment, management and supervision of staff

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

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

**Reports To:** Superintendent of Schools

**Job Goals:** Provide leadership in the development, implementation, coordination and evaluation of adequate procedures and controls for the efficient, legal, and fiscally sound operation of the human resources function.

Coordinate and manage plant operations of the school district in such a way as to support and facilitate the instructional program.

Coordinate and manage the district athletic program in such a way as to support student success on the field and in the classroom as well as promote student development of leadership skills and strong work ethics.

- Performance Responsibilities:**
1. Serve as a member of the Central Office Administrative Team.
  2. Provide leadership in the formulation of objectives for management of human resources and assigned district operations as well as promote the understanding of these objectives of the District.
  2. Plan, manage and evaluate the district human resource function and all related activities.
  3. Direct and supervise all staff (certificated and non-certificated) in the

## **Job Description – Assistant Superintendent for Human Resource and Operations**

Human Resources Department.

4. Recommend to the Superintendent the employment, promotion, assignment, transfer, withholding of increment, discipline, dismissal or retirement of any school employee.
5. Keep informed of statutes, regulations and rules relating to personnel administration.
6. Communicate all information regarding personnel policies and procedures for staff members interpreting content as required or requested.
7. Coordinate the employment procedures for all personnel.
8. Staffing – maintain data on replacement staff, terminations and vacancies, transfer requests, RICE letters, all notification correspondence regarding non-renewals, staff returning from leave, etc.
9. Establish and maintain appropriate personnel records for all staff members and supervise the preparation of reports related to human resources. Ensure timely and accurate federal and state reporting.
10. Maintain correspondence with County Superintendent, including but not limited to responding to Criminal History Review disqualifications, yearly appointment paperwork for specific positions, seek permission for non-recognized titles.
11. Assist in negotiations with all bargaining units and administer labor contracts between the District and bargaining units.
12. Direct and supervise the Director of Facilities and oversee the operation and maintenance of all school facilities, grounds and non-instructional equipment.
13. Ensure adherence to all local, state and federal standards for health and safety related to buildings and grounds and ensure required reporting, testing and other mandated actions are completed in a timely manner.
14. Assist the Business Administrator and Superintendent in projections of facility needs and in planning construction, contracting and acquiring financing.
15. Direct and supervise the Athletic Director, and oversee the district athletic program.
16. Provide leadership in determining district athletic needs and in the formulation of objectives for the Athletic Department.
17. Develop, coordinate and monitor expenditures in sections of the budget that pertain to areas of responsibility.
18. Formulate and present plans, programs, and proposals for improvement of the District and its operation.

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19. Advise in all matters pertaining to the general welfare of the individual schools and the District as a whole.
20. Evaluate staff members as assigned by the Superintendent.
21. Oversee the implementation of all district policies related to areas of supervision. Communicates all information regarding policies and procedures related to areas of responsibility for staff members, interpreting content as required or requested.
22. 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.
23. 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.
24. 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

**Evaluation:**

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

**Approved:**