

MATAWAN ABERDEEN REGIONAL SCHOOL DISTRICT
SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Chief School Administrator's Certification
2. NJSA 18A:17-15, -17, -18, -19, -20, -21, -24 NJAC 6:11-9.2, -10.2, -10.4, -10.5, -10.7
3. Doctorate or equivalent preferred.
4. Master's Degree required.
5. At least five years of administrative experience at Principal level or higher. At least three of the five years to be at the Central Office level.
6. Demonstrated knowledge, skills, and abilities in effective communication.
7. Demonstrated knowledge, skills, and abilities in labor law.
8. Demonstrated knowledge, skills, and abilities in curriculum development.
9. Demonstrated knowledge, skills, and abilities in finance and facilities.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and striving to achieve(ing] the highest standards of excellence so that each individual student enrolled in our district may be provided with the opportunity for a complete, valuable, meaningful, and personally rewarding education.

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

SUPERVISES:

Directly or indirectly, every district employee.

REPORTS TO:

Board of Education.

TERMS OF EMPLOYMENT:

Twelve month year; salary and individual contract as established by the Board of Education and the Superintendent.

EVALUATION:

Performance of this job will be evaluated in accordance with NJAC 6:3-1.22 and provisions of the Board's policy on Evaluation of the Superintendent.

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PERFORMANCE RESPONSIBILITIES:

- 1 Plan, administer, supervise, and evaluate the development, improvement, and maintenance of a positive educational program (curricula) and an effective system of Instruction and services designed to meet the needs and resources of the school community and report the status to the Board as requested
- 2 Provide leadership in identification of priorities and activities; reflect especially those priorities established by the majority of the full Board.
- 3 Recommend to the Board for its timely adoption/modification/deletion all courses of study, curriculum guides, texts, equipment, supplies and other educational materials and scope and sequence to be used in the schools, based upon a selection involvement procedure that allows for professional staff input.
- 4 Formulate district/school objectives, policies, plans, and programs and supervise same; prepare (or cause to be prepared) and present facts and explanations necessary to assist the Board in its development and implementation of an effective school program and effective services.
- 5 Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools (mainly in conjunction with the T&E process and/or Middle States); and, report to the Commissioner on or before August 1 of each year matters relating to the school in the manner and form prescribed by the Commissioner.
- 6 Visit district schools to keep informed of their condition and progress.
- 7 Monitor the indicators of pupil progress and make recommendations as necessary to ensure continued improvement.
- 8 Be responsible for discipline and conduct in the schools.
- 9 Serve as ex officio member of the Board of Education and of all committees, and attend and participate in all Board meetings (including Executive Sessions) and, as necessary, meetings of its committees.
- 10 Prepare and submit to the Board recommendations relative to all matters requiring Board action, including such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions, and, prepare, in conjunction with senior administrators, Board Secretary and Board President, agenda recommendations.
- 11 Supervise the implementation of all Federal, State, County, and Local laws and regulations, Board Policies, and contract terms and conditions in order to

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ensure compliance.

- 12 Advise the Board on the need for new or revised Policies and see that all Policies of the Board are implemented.
- 13 See to the efficient maintenance and dissemination of all district Policy documents.
- 14 Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established Policy, and regulations, and organization, or the expenditure of substantial sums.
- 15 Inform and advise the Board regarding the programs, practices, progress, and problems of the schools on a regular basis, including yearly State of the Schools report, including evaluation results.
- 16 Make all administrative decisions according to Board Policy and report to the Board such matters necessary to ensure the Board's understanding of the management of the schools, or as the Board may request.
- 17 Make such rules and give such instructions to school employees and students as may be necessary to implement Board Policy.
- 18 Anticipate problems and act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend Policy in order to provide guidance in the future.
- 19 Delegate, at own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
- 20 Prescribe rules for the classification and advancement of students, in accordance with Board Policies.
- 21 Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the Board informed of trends in education.
- 22 Maintain, directly or through delegation such personnel records, pupil accounting records, business and property records, financial accounts, scholastic records and other records which are required by law and by Board Policy; and, act as custodian of such records and of all contracts, securities, documents, title papers, books of record, and other papers belonging to the Board.
- 23 Recommend the establishment or alteration of grade level organization and of attendance boundaries for all schools in the interest of good administration of the instructional

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program, and approve the special transfer of students when warranted.

- 24 Assign and define the duties of all personnel, subject to Board approval.
- 25 Directly evaluate the Deputy Superintendent, Assistant Superintendents, and Principals; supervise and monitor, directly or indirectly, the evaluations of each employee by his/her superior(s) and serve as a role model in order to achieve the best performance possible; and, direct the development/implementation of Policies to accomplish the evaluation of all staff members and the development and implementation of sound personnel practices.
- 26 Direct and supervise methods of teaching, supervision, and administration in effect in the schools.
- 27 Develop and implement sound recruitment procedures to ensure well-qualified applicants for all positions; and, participate in final candidate interviews, as necessary and appropriate.
- 28 Recommend for appointment, the best qualified and most competent candidates and recommend for assignment, reappointment, tenure, transfer, promotion, demotion, dismissal, any and ail employees of the Board except professional consultants of the Board; and, ascertain that all employees are properly certified/licensed.
- 29 Recommend to the Board affirmative action goals/objectives/programs and report to the Board the progress of the district in complying with equal educational opportunity/affirmative action mandates.
- 30 Report to the Board the case of any employee whose service is marginally satisfactory or unsatisfactory, and recommend appropriate action.
- 31 Serve, directly or indirectly, as a representative of the Board in all grievance and legal matters.
- 32 Suspend any employee deemed necessary after careful consideration; report such suspension to the Board via telephone as soon as possible and recommend that suspension formally to the Board at either a special meeting or the next regular meeting.
- 33 Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- 34 Plan, implement, and evaluate appropriate, timely, and significant staff development activities which reflect diversity, alternatives, and flexibility, ensuring an articulated, consistent education for all students.
- 35 Communicate directly or through delegation all actions of the Board relating to personnel matters to all employees;

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- 36 Advise-and cooperate with the board in its negotiations with certificated and non-certificated personnel and direct staff, as appropriate, involved in the process; and, supervise the administration of collective bargaining agreements.
- 37 Establish and maintain efficient procedures and effective controls for all expenditures of school funds and physical resources in accordance with the adopted budget and ensure that funds are spent prudently.
- 38 Seek out, as time and resources permit, available sources of outside funding (e.g. grants) to support programs and projects.
- 39 Supervise the preparation and presentation of the annual budget providing for staff and community input and recommend it to the Board for approval and implement the Board approved budget acting at all times in accordance with legal requirements and adopted Board Policies.
- 40 Provide suitable instructions and prepare and follow Policies and regulations to govern the use and care of school properties and, ensure for safe, efficient, and attractive buildings and grounds with a strong emphasis on preventative maintenance and custodial care.
- 41 Make recommendations for any improvements, alterations, and changes in the facilities or property of the district and the resultant changes in grade level organization and/or attendance patterns, if any and report on the status of the facilities periodically (at least annually); and ensure that the district's short and long range facility improvement plans are updated and implemented annually and that the formal Master Plan is revised and submitted to the State Department of Education as required by law/code.
42. Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
43. Represent the schools with and before the public and media and other agencies/entities, and maintain a program of publicity and community relations to keep the public, media and other agencies/entities informed as to the activities, needs, problems, and successes of the schools; and, learn the needs and concerns of the community; and, ensure that all appropriate persons and agency officials can express their views.
44. Report the suspension of a pupil to the Board at its next regular meeting.
45. File, or cause to be filed, all reports required by the Federal Government, the State, the County, the Municipalities, and the Board in order to ensure compliance.
46. Represent the district in its dealings with other school systems, institutions, agencies, and-community organizations:
47. Carry out such other duties as may be assigned by the Board.

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DATE ADOPTED BY THE BOARD:

AGREED TO BY INCUMBENT: _____ DATE: _____

Signature

Print Name