



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Superintendent of Schools

(Approved: 9/17/2012, Rev. 04/28/2016)

Qualifications:

1. NJ School Administrator's License;
2. Doctorate from Accredited Institution Preferred

Goals:

It is the Superintendent's responsibility to provide leadership in developing and maintaining the best possible educational programs and services for each school district. Goals are for both Kingsway Regional and South Harrison School District.

Reports to:

Boards of Education

Performance Responsibilities:

1. Provide leadership in planning and organizing while maintaining control of the school system.
2. Attend and participate in all meetings of the Board and serve as an ex-officio member of all Board committees.
3. Advise the Board of need for new or revised policy and prepares drafts for Board approval.
4. Administers the development and maintenance of a positive educational program designed to meet the needs of the community and alert to advances and improvements in educational programs.
5. Maintain adequate records for the school, including a system of financial accounts; business and property records; personnel and scholastic records.
6. Recommends for promotion, appointment, or employment all employees of the Board and assigns, transfers, and recommends for dismissal any and all employees of the Board.
7. Develop and administer annual school budget maximizing resources available.
8. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees all communication to be made to the Board.
9. Keeps the Board fully and accurately informed about the school program.
10. Presents analysis and professional recommendations on all problems and issues considered by the Board.
11. Communicate with all interested parties concerning school decisions, policies and procedures.
12. Maintain good labor relations through flexibility in management style and consistency in following through with required actions.
13. Assume initiative identifying problems and solutions.
14. Develop programs to encourage professional growth of faculty and staff.
15. Recognize achievement of students and faculty.
16. Understand and implement employee contracts.
17. Any additional responsibilities as requested/required by the Board or statute.



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Employment conditions:

Contract year:	July 1 to June 30
Job Family	Superintendent
Pay Grade/Compensation Structure:	G01
Evaluation:	In accordance with Board policy
Job Code:	0102