

**PRINCETON PUBLIC SCHOOLS  
SUPERINTENDENT OF SCHOOLS**

**TITLE: SUPERINTENDENT | CHIEF SCHOOL ADMINISTRATOR**  
**UNIT AFFILIATION: UNAFFILIATED**  
**REPORTS TO: BOARD OF EDUCATION**  
**SUPERVISES: ALL DISTRICT STAFF AS INDICATED IN ORGANIZATIONAL CHART**

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility
2. A master's degree or doctorate with a major in educational administration, special education or related field such as curriculum and supervision
3. Relevant central office, school administration and teaching experience as determined by the Board (prior experience as a preK-12 superintendent preferred)
4. Demonstrated success in leadership related to curriculum, personnel management, school finance and facilities and strategic planning
5. Strong leadership, communication and listening skills
6. Required criminal history and financial background checks and proof of U.S. citizenship or legal resident alien status
7. Approved residency waiver or candidate agrees to obtain residency in New Jersey within one year of employment if the candidate does not currently live in New Jersey

**2024 BOARD OF EDUCATION PRIORITIES:**

The Board is currently seeking a student-centered, experienced educational steward to provide thoughtful and decisive leadership for the Princeton Public Schools. The successful candidate will model and pursue the district's mission, vision, and core values "to prepare all of our students to lead lives of joy and purpose as knowledgeable, creative, and compassionate citizens of a global society," and will continue implementing the 2023 Strategic Plan. The successful candidate will see the district through a period of growth and expansion, will lead and inspire every member of the staff of the Princeton Public Schools with integrity and transparency, and will foster a culture of belonging and inclusion for all students and staff.

## **SCOPE OF RESPONSIBILITY:**

Leadership and management responsibilities of the superintendent shall extend to all activities of the district, all phases of the educational program, operational oversight of district finances and facilities, and such other duties as may be assigned by the Board. The superintendent may delegate these duties together with appropriate authority but may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## **PERFORMANCE RESPONSIBILITIES:**

### A. Instructional Leadership

1. Ensures that a thorough and efficient education is available to all students, as defined in state law and code
2. Ensures that staff develop and implement programs, projects, and curriculum that support a variety of learning opportunities and a culture of high academic achievement for all students
3. Ensures that the strategic plan and annual goals are reflected in educational programs and operations
4. Provides for the timely completion of annual district- and school-level reporting and planning, including school report cards, student performance objectives and a quality assurance report to the public
5. Annually reviews all curriculum guides and courses of study with staff in accordance with a Board-adopted evaluation schedule, and recommends curricula, courses, textbooks and time schedules for Board adoption
6. Ensures the implementation and evaluation of Board-approved curriculum for all subjects, including mandated programs and the New Jersey Student Learning Standards
7. Provides for curriculum articulation across grades, schools and courses
8. Initiates programmatic and curricular reviews throughout the district when necessary and at the discretion of the Board; ensures that recommendations are implemented
9. Provides for communication and coordination with the Cranbury School District Chief School Administrator regarding all send/receive, curricular and related matters
10. Ensures that Tier 1 instruction is accessible and robust
11. Develops and oversees the delivery of the district's multi-tiered systems of support (MTSS) with a focus on the district's multilingual learners (ML)

12. Ensures that staff develop and implement programs, projects and curriculum that are differentiated to meet varied students' needs and reflect the diversity of the student body
13. Ensures ongoing resources and support for, and commitment to, the district's Dual Language Immersion (DLI) program
14. Ensures the rights of all students are respected and that all students have equal access to education opportunities, athletics and extracurricular activities
15. Develops data-driven assessment and accountability systems, including measuring achievement against state and local standards, to monitor student progress and evaluate the instructional program
16. Develops systems for monitoring the effectiveness of existing and new programs
17. Develops systems for monitoring the effectiveness of existing and new uses of technology
18. Collects adequate and reliable information before making recommendations and decisions
19. Stays informed of research-based educational practices

B. Personnel Administration

1. Mentors staff, develops their instructional and leadership capabilities, requires high performance, and develops and implements sound and equitable personnel practices
2. Directs and supervises the administrative staff and through them all district staff, providing support, coaching and training as needed
3. Develops recruitment and retention procedures and programs to ensure the availability of well-qualified and diverse applicants for professional and nonprofessional positions; participates in final candidate interviews as appropriate, and recommends the appointment, transfer, renewal and dismissal of all certified and noncertified staff to the Board
4. Ensures that all staff members are observed and evaluated in accordance with state law and district policy; recommends certified and noncertified employees for contract renewal and/or tenure appointment in a timely manner
5. Provides direction and serves as a resource during contract negotiations with bargaining units and supervises the administration of collective bargaining agreements
6. Recommends and implements the district's professional development plan and holds district leaders and teachers accountable for effective implementation of this learning

7. Ensures all staff fulfill continuing professional development and receive in-service training when required by law; assumes responsibility for maintaining appropriate documentation in a central file and timely submission of all required reports
8. Promotes effective communication, transparency, cooperation and trust among staff within their respective schools and across the district

C. Financial and Facilities Management

1. Supervises the development of the annual budget with opportunity for staff, Board and community input; recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community
2. Ensures that the budget supports district goals
3. Ensures the implementation of Board financial policies and district procedures; provides direction to and supervision of school business functions
4. Encourages development and implementation of best fiscal practices, creative solutions and long-range planning to address structural budget gaps
5. Annually ensures that the district develops and implements multi-year (3-5 years) financial and comprehensive maintenance plans, and a long-range facility improvement plan
6. Plans for changes in enrollment by ensuring existing buildings are being used at maximum efficiency and for potential referenda as needed for updates and new construction, oversees construction projects
7. Oversees school facility management plans to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and sustainability
8. Ensures the completion of annual inspections of each school building for adherence to health and safety codes
9. Ensures that each school building utilizes best safety practices
10. Ensures that funds are spent prudently by providing adequate financial controls, transparency and accounting

D. Special Education

1. Oversees the development, implementation and periodic review of plans that provide a free and appropriate education to students who require Individualized Education Plans (IEP) and 504s
2. Ensures that special education students are educated in the least restrictive environment as dictated by law
3. Ensures that general education teachers are trained in special education student needs and are held accountable in collaboratively supporting their education

E. Health and Wellness

1. Develops, in consultation with the school physician and school nurses, a plan for the provision of Board-approved school nursing services
2. Implements a Board-approved program of counseling services for all students including overall health and wellness, resiliency, food insecurity, healthy emotional development and safety
3. Develops and implements policies and procedures related to unaccompanied minors, missing children and reporting allegations of child abuse and neglect
4. Ensures that access to public education is provided to students experiencing homelessness in accordance with state and federal law and administrative code

F. District/Community Relations

1. Promotes community trust, transparency and support for all schools by communicating district planning, programs, services and events
2. Solicits community feedback and shares opportunities for community involvement
3. Identifies and utilizes i) community resources to support the educational program and district goals and ii) linkages to social service agencies that support education and healthy child development
4. Develops strategies to promote family involvement in each student's education and provides opportunities for parent/guardian-teacher interaction, utilizing family liaisons and translation services as needed
5. Maintains contact and cooperative relationships with local media
6. Builds and sustains productive partnerships with a broad range of community institutions, including Princeton University

7. Ensures that district interests are represented in meetings and activities of municipal and other governmental agencies, for example by advocating for the inclusion of the district in discussions of PILOTs with the Municipality of Princeton
8. Represents the school system and its interests in community organizations, activities and projects, as well as when collaborating with other districts

G. Superintendent/Board Relationship

1. Leads the implementation of the district's mission and goals
2. Serves as a non-voting member of the Board of Education and a non-voting *ex-officio* member of all committees created by the Board
3. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved
4. Attends all regular and special meetings of the Board and participates in a professional leadership role; designates a staff member to serve in their absence, when appropriate
5. Prepares, in conjunction with the Board president, agenda recommendations for all matters requiring informed Board deliberations including all needed facts, information, options and reports (whenever possible and in a timely manner)
6. Provides advice and counsel to the Board on matters before it
7. Directs the submission of data to the Board regarding the achievement and engagement of all students to assess academic programs; includes regular review of placement and discipline data to identify and address disproportionality
8. Implements a communication system to keep the Board informed of district issues and critical information needed for decision-making
9. Ensures that staff and students are held accountable for their actions and provides restorative practices and/or counseling as appropriate
10. Develops emergency response, crisis and safety plans, including succession plans, for administrative team
11. Keeps the Board updated on all educational programs, maintenance of facilities, renovation/construction projects and finances of the district
12. Keeps the Board informed regarding relevant developments in other districts or at state and national levels
13. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained
14. Fulfills all statutory obligations and implements the education laws of the State of New Jersey and the administrative code of the NJDOE

## H. Policy Development

1. Respects the policymaking authority and responsibility of the Board; knows and implements Board policies; oversees the interpretation of policy language
2. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and Board policies; makes such rules and procedures and gives such instructions to school employees and students as may be necessary to implement Board policy
3. Advises the Board of the need for new or revised policies and ones that should be abolished, and prepares policy drafts for Board approval
4. Supervises the efficient maintenance and dissemination of all Board policy documents
5. Acts on their own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable

### **TERMS OF EMPLOYMENT:**

Twelve months; appointed for a period of 3-5 years per New Jersey state law; serves in accordance with the terms of the contract between the Board and the superintendent

Salary to be determined by the Board, with approval by the executive county superintendent consistent with NJDOE regulations.

### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually and prepared by July 1 in compliance with New Jersey state law and the provisions of the Board's policy on evaluation of the superintendent.

Approved by:

Date:

Revised:

### **LEGAL REFERENCES:**

- N.J.S.A. 18A:17-15 through 21
- N.J.A.C. 6A:9B-12.4
- N.J.A.C. 6A:23A-3.1 through 3.4