

WALL TOWNSHIP PUBLIC SCHOOLS

Central Office

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

QUALIFICATIONS:

1. Experience in teaching and administration.
2. Master's Degree with a major in educational administration.
3. A valid School Administrator's certificate issued by the State Board of Education.

FUNCTION: The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his or her office by law.

AUTHORITY: The Superintendent shall be the Chief School Administrator of the school district and principal advisor to the Board. He or she may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

DUTIES AND RESPONSIBILITIES: A. Instructional Leadership

1. Maintains the quality of educational programs and services to students, and improves programs and services where necessary. Ensures that a system of thorough and efficient education, as defined in state law and code, is available to all students.
2. Studies and reviews with appropriate staff all curriculum guides and courses of study on a continuing basis. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.
3. Ensures implementation of all Board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
4. Provides for curriculum articulation among grades and schools in the district.
5. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
6. Provides for an annual assessment of student needs and achievement. Initiates program changes related to this assessment.
7. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
8. Seeks out available sources for grant funding to support programs and projects.
9. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

B. Personnel Administration

1. Directs, supervises and evaluates the administrative staff (Business Administrator/Board Secretary, Principals, Directors) and through them all district staff.
2. Provides a role model as well as direction and supervision to the central district administrative staff in the development and implementation of sound personnel practices.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all staff to the Board.
4. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
5. Ensures that all staff is evaluated annually in accordance with law and established procedures. Recommends professional employees for contract renewal and/or tenure appointment.
6. Recommends and implements the district's professional development plan.
7. Ensures that all staff receives in-service training required by State/Federal laws and that appropriate documentation is maintained in a central file.

C. Financial Management

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
2. Initiates and supervises development of the annual budget. Provides for staff input. Recommends budget and budget priorities for Board approval.
3. Ensures that the district has long-range financial and facility improvement plans. Updates and implements plans annually.
4. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
5. Searches continuously for alternatives in business management practices to achieve sound economies.
6. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

D. Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops and implements required policies and procedures related to the reporting of allegations of child abuse and neglect.

E. School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually to the community.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

F. Superintendent Duties

1. Provides leadership in identification of priorities and assures that all activities reflect those Board established priorities.
2. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.
3. Attends all regular and special meetings of the Board, and participates in a professional leadership role. Designates an administrative staff member as a liaison to serve on Board committee in his/her absence, when appropriate.
4. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies.
5. Prepares, in conjunction with the Board president, agenda recommendations relative to all matters requiring Board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.
6. Anticipates potential problems. Recommends policies or courses of staff action.
7. Keeps Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the Education Law of the State of New Jersey and the Administrative Code of the New Jersey Department of Education.

Twelve months. Contract terms and salary to be determined by the Board of Education.

The Superintendent will be evaluated in accordance with Policy No. 1240 and this job description.

June 12, 2012

18A:17-17; 18A:17-18; 18A:17-20; 18A:22-8.1; 18A:27-4.

**TERMS OF
EMPLOYMENT:
EVALUATION:
APPROVED:
N.J.S.A.**