

POLICY

UNION COUNTY
EDUCATIONAL
SERVICES COMMISSION
ADMINISTRATION

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Superintendent's Duties
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[See POLICY ALERT Nos. 192 and 237]

1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as ~~Cehief E~~xecutive and ~~Aa~~ministrative ~~O~~fficer of the **school district Commission** by implementing policies established by the Board of Directors and by discharging the duties imposed on **their** ~~his or her~~ office by law.

Authority

The Superintendent shall be the ~~Cehief S~~chool ~~Aa~~ministrative of the Commission and principal advisor to the Board. **The Superintendent** ~~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.~~

Work Relationships

The Superintendent shall report directly to the Board ~~of Directors of the Union County Educational Services Commission~~ and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

- A. In the discharge of **their** ~~his or her~~ responsibility as principal advisor to the Board, the Superintendent shall:
1. ~~E~~nsure that all aspects of **school district Commission** operations comply with Board policy **and regulation, Federal and, S**tate law, and **school Commission** contracts;
 2. Report to the Board on the needs of the **school district Commission**;
 3. Advise the Board of any **revisions** ~~changes~~ or additions that should be made to its policies **and regulations**;
 4. Provide the Board with ~~such~~ information as may be needed to ~~e~~nsure ~~the making~~ of informed decisions **are made by the Board**; and

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5. Perform such other duties as may be assigned by the Board.
- B. In the discharge of ~~their~~ ~~his or her~~ responsibility for the implementation of the operational action plan of the **school district Commission**, the Superintendent shall:
1. Prepare, promulgate, and maintain a manual of **Board policies and administrative regulations**;
 2. Evaluate the future needs of the ~~school district Commission~~ and recommend a **school district Commission** action plan **including goals, objectives, and with** priorities to the Board; **and**
 3. ~~Evaluate progress toward the attainment of the Commission action plan and report thereon to the Board.~~
 34. Report to the **United States Department of Education and the New Jersey Department of Education, the New Jersey Commissioner of Education, and the Executive County Superintendent as required on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner.**
- C. In the discharge of ~~their~~ ~~his or her~~ responsibility as the administrator of the instructional program, the Superintendent shall:
1. **Establish and maintain a written instructional plan for the schools of the school district consistent with the educational goals adopted by the Board;**
 2. **Coordinate the proper implementation of the instructional plan as it applies to each school in the school district;**
 34. Evaluate at least annually the effectiveness of the program of studies and recommend ~~such~~ changes and additions ~~as may be required~~ to improve its effectiveness;
 4. **Evaluate the performance of students in relation to other public school districts, as well as in relation to State and national standards;**

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52. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the **school district** ~~Commission, N.J.S.A. 18A:17-20;~~ and
 63. Keep informed regarding current research in the field of education and inform the Board as appropriate.
- D. In the discharge of ~~their~~ ~~his or her~~ responsibility for the direction and welfare of pupils, the Superintendent shall:
1. Strive to motivate pupils to achieve their individual best;
 2. Create a climate of respect for authority and discipline in each of the schools of the Commission;
 3. ~~Report to the Board at its next meeting the suspension of a pupil, N.J.S.A. 18A:37-4; and~~
 34. Recommend any changes in the program of pupil management and support as ~~necessary~~ to respond to **school districts** ~~Commission~~ needs.
- E. In the discharge of ~~their~~ ~~his or her~~ responsibility for the supervision of **school district** ~~Commission~~ employees, the Superintendent shall:
1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer, N.J.A.C. 6:11-3.1(b);
 2. Assign staff ~~so as~~ to achieve maximum effectiveness in the attainment of educational goals;
 3. Train staff ~~as necessary~~ to implement approved changes in the curriculum or instructional methods of the **school district** ~~Commission~~;
 4. Evaluate the effectiveness of staff ~~members~~ in the performance of their assigned tasks;
 5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and

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6. Discipline staff ~~as required~~ and report to the Board ~~forthwith~~ any suspension of a ~~teaching~~ staff member, ~~N.J.S.A. 18A:25-6~~.
- F. In the discharge of ~~their~~ ~~his or her~~ responsibility for the maintenance of the **school buildings and grounds** ~~physical plant~~, the Superintendent shall:
1. Strive to make efficient use of **school district** ~~Commission~~ resources in the daily operations of the schools;
 2. Assign support staff ~~so as~~ to achieve maximum effectiveness from the **school buildings and grounds** ~~facilities~~ of the **school district** ~~Commission~~;
 3. Train support staff ~~as necessary~~ to maintain the **school buildings and grounds** ~~facilities~~ and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the **school district's** ~~Commission~~ **school buildings and grounds** ~~facilities~~ in housing the instructional program and recommend to the Board such changes and improvements ~~as may be required~~.
- G. In the discharge of ~~their~~ ~~his or her~~ responsibility for the management of the **school districts** ~~Commission~~ business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board;
 2. Implement the budget adopted by the Board;
 3. Establish sufficient fiscal controls to insure that **school district** ~~Commission~~ funds are expended wisely and efficiently; and
 4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item, ~~N.J.A.C. 6:20-2.12~~.
- H. In the discharge of ~~their~~ ~~his or her~~ responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the schools **district** to the public and the concerns of the public to the Board;

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2. As appropriate, involve members of the public in the review of **school district** ~~Commission~~ needs, community needs, and the operation of the school **district's** programs;
3. Keep the public informed about the accomplishments and problems of the Commission;
4. Cooperate with ~~the~~ news media; and
5. Work effectively with government officials and public agencies concerned with the welfare of pupils.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy ~~No.~~ 1240 and **the Board-approved** ~~this~~ job description.

N.J.S.A. **18A:7A-11.**; 18A:17-17.; 18A:17-18.; 18A:17-20.; **18A:17-21.**;
18A:22-8.1.; **18A:27-4.1.**; **18A:37-4.**
N.J.A.C. **6A:8-3.1**; **6A:32-4.1**

Adopted: 2 September 1998