Tenafly PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS

Qualifications:

- New Jersey School Administrator certification; school administration and teaching experience; demonstrated success with curriculum, personnel management, school finance and strategic planning.

Primary 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/her office by law.

Direct Report:

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Specific Duties and Responsibilities:

In the discharge of his/her responsibility as principle advisor to the Board, the Superintendent shall:

- Ensure all aspects of district operation comply with Board policy, State law and district contracts
- Report to the Board on the needs of the district
- Advise the Board of any changes or additions that should be made to its policies;
- Provide the Board with such information as may be needed to ensure the making of informed decisions; and
- Perform such other duties as may be assigned by the Board.

In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall:

- Prepare, promulgate, and maintain a manual of administrative regulations;
- Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
- Maintain written objectives to implement the district action plan adopted by the Board.
- Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and 5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner,

In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:

- Establish and maintain a written instructional plan for the schools of the district consistent with the educational goals adopted by the Board;
- Coordinate the proper implementation of the instructional plan as it applies to each school in the district;
- 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;
- Evaluate the performance of pupils in relation to other public school districts, as well as in relation to State and national standards;
- Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district;
- Keep informed regarding current research in the field of education and informs the Board as appropriate.

In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall:

- Strive to motivate pupils to achieve their individual best;
- Create a climate of respect for authority and discipline in each of the schools of the district;

- Report to the Board at its next meeting the suspension of a pupil; and
- Recommend any changes in the program of pupil management and support as necessary to respond to district needs.

In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:

- Recommend to the Board all properly certified candidates for employment, assignment, or transfer; 2. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;
- Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district;
- Evaluate the effectiveness of staff members in the performance of their assigned tasks;
- Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and
- Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member;

In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:

- Strive to make efficient use of district resources in the daily operations of the schools;
- Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
- Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
- Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required;

In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:

- Supervise the preparation of the annual budget and recommend its adoption to the Board;
- Implement the budget adopted by the Board;
- Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and
- Report to the Board at its next meeting any expenditure in excess of a budgeted line item;

In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:

- Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
- As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;
- Keep the public informed about the accomplishments and challenges of the school district;
- Cooperate with the news media; and
- Work effectively with municipal government officials and public agencies concerned with the welfare of pupils.

Terms of Employment:

Twelve-month employee; serves in accordance with the terms of the contract between the board and the superintendent; salary to be determined by the board.

Evaluation:

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

Board Approved:

04/30/13

Revised: