Tenafly PUBLIC SCHOOLS

# ASSISTANT SUPERINTENDENT

## Qualifications

- New Jersey School Administrator Certificate (or eligibility)
- New Jersey instructional certification or equivalent experience in teaching and learning leadership
- Minimum of five (5) years of successful experience in educational leadership within a New Jersey public school district
- Demonstrated expertise in curriculum design, instructional leadership, assessment systems, and data-driven decision-making
- Strong leadership, communication, and organizational skills with the ability to engage diverse stakeholders
- Required criminal history background check and proof of U.S. citizenship or legal residency

## Primary Function

The Assistant Superintendent serves as a key member of the Superintendent's leadership cabinet and provides strategic direction, oversight, and accountability for district-wide academic programs and operations. This role ensures alignment of curriculum, instruction, assessment, and student support services with state standards, district goals, and best practices to promote high levels of student achievement and organizational effectiveness.

**Reports to:** Superintendent of Schools

## Specific Duties and Responsibilities:

- **Leadership & Strategy**
  - Provides vision and leadership for district-wide planning, implementation, and continuous improvement efforts
  - Supports the development and execution of the district's strategic plan and long-range planning initiatives
  - Advises the Superintendent and Board of Education on matters related to instructional programs, student performance, and organizational effectiveness
  - Represents the district in professional, community, and state-level engagements

- **Teaching & Learning**
  - Oversees the development, implementation, and evaluation of a rigorous, standards-aligned K–12 curriculum
  - Ensures instructional practices are research-based, inclusive, and responsive to diverse student needs
  - Leads district-wide assessment systems, including administration, analysis, and reporting of student performance data
  - Promotes the effective integration of technology to enhance teaching and learning
  - Oversees federal and state programs, ensuring compliance and effective use of funds to support student achievement
  - Monitors curriculum cycles and ensures coherence, articulation, and rigor across all grade levels and content areas
  - Leads the development and implementation of equitable practices, including oversight of the Comprehensive Equity Plan

- **Professional Learning & Talent Development**
    - Oversees district-wide professional learning aligned to instructional priorities and state requirements
    - Supports the development of Professional Learning Communities (PLCs) to strengthen instructional practice
    - Coordinates new staff induction, mentoring, and ongoing support for educators and administrators
    - Supervises and evaluates assigned administrative and instructional leadership staff
    - Collaborates with building leaders to strengthen supervision, evaluation, and continuous improvement practices
    - Supports corrective action processes and performance improvement initiatives as needed

- **Data, Assessment & Accountability**
    - Leads the development and implementation of a comprehensive district assessment plan
    - Analyzes and communicates student achievement data to inform decision-making and continuous improvement
    - Oversees preparation and submission of required state and federal reports (e.g., NJQSAC, grant applications, equity reporting)
    - Ensures alignment between instructional priorities, student outcomes, and accountability measures

- **Operations & Systems**
    - Collaborates with the Business Administrator to align instructional priorities with budget development and resource allocation
    - Supports planning and implementation of new academic programs and initiatives
    - Oversees assigned programs and services, ensuring effectiveness, compliance, and operational efficiency
    - Contributes to policy development and administrative regulations

- **Culture, Climate & Compliance**
    - Supports implementation of Board policies
    - May serve in designated roles such as Affirmative Action Officer
    - Promotes a positive, inclusive, and safe school climate across the district

- **Additional Responsibilities**
    - Serves on district committees and leadership teams as assigned
    - Performs other duties as assigned by the Superintendent consistent with the scope of the position

## Term of Employment

Twelve (12)-month, non-affiliated administrative position

## Evaluation

Performance will be evaluated annually by the Superintendent of Schools in accordance with New Jersey law, administrative code, and Board policy.

## Board Approval

September 24, 2018; November 20, 2023; May 11, 2026.