JOB DESCRIPTION

PATERNON
BOARD OF EDUCATION

ASSISTANT SUPERINTENDENTs
1417 Assistant Superintendent for School Administration (Grades K – 12)
Page 1 of 7

JOB TITLE: ASSISTANT SUPERINTENDENT FOR SCHOOL ADMINISTRATION (GRADES K – 12)

REPORTS TO: State District Superintendent

SUPERVISES: Building Administrators

NATURE AND SCOPE OF JOB:

The Assistant Superintendent will monitor, coordinate and supervise all school operations, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, personnel decisions, principal performance, staff attendance, facility issues, school climate, data analysis and how it drives instruction, budget development, professional development, leadership training, and community partnerships. The Assistant Superintendent provides leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instruction practices and responsive programs and services.

QUALIFICATIONS:

The Assistant Superintendent for School Administration shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.6).
2. Hold a Master’s Degree or higher from an accredited college or university.
3. Have three (3) years of experience as a Principal.
4. Have at least ten (10) years of experience as a teacher, counselor and/or supervisor/administrator preferred.
5. Have experience working in a multicultural/urban environment.
6. Have experience working in central office preferred.
7. Demonstrate knowledge and understanding of student and program assessment, data analysis, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, research related to learning and curriculum implementation.

8. Hold and maintain a valid driver’s license with no serious violations (optional).

9. Demonstrate excellent organizational skills and the ability to motivate people.

10. Have excellent integrity and demonstrate good moral character and initiative.

11. Demonstrate an understanding of the regulations regarding the operations of schools and academies.

12. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.

13. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary, multilingual preferred.

14. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.


16. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

18. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

19. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
JOB DESCRIPTION

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Assistant Superintendent for School Administration shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Superintendent for School Administration shall:

1. Serve as a contributing member of the district’s Leadership Team and collaborate with the different functional units (i.e., Academic Support Programs and Early Childhood Education, Curriculum and Instruction, Operations, Community Services, Personnel Services, and Pupil Personnel Services) on district and school initiatives and problems.
2. Serve as liaison between community agencies and district administrators and schools within the assigned operational unit.
3. Research and respond to inquiries from the school administrators concerning building-based issues.
4. Provide educational leadership, administrative direction, supervision, and technical assistance and support to schools with the assigned operational unit.

5. Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned operational unit.

6. Monitor and evaluate building administrators on a daily basis in all areas of operations.

7. Review results and/or scores of mandated pupil tests for the purpose of monitoring progress and identifying deficiencies.

8. Coordinate the dissemination of information, policies, regulations, procedures, and reports to school administrators within the assigned operational unit.

9. Conduct building inspections and classroom visitations to assess educational and operational effectiveness and assist school administrators to establish and maintain a positive learning and working environment.

10. Provide guidance and available resources to school administrators which will assist and maintain an effective educational environment.

11. Schedule regular meetings of school administrators.

12. Attend regular meetings, including principal meetings, as required by the State District Superintendent.

13. Visit and monitor schools as required to make appropriate educational and operational assessments.

14. Coordinate in-service training and professional development opportunities for staff within the assigned operational unit.

15. Monitor student enrollment, staff and student attendance, requisitions, health and safety inspections, performance evaluations, curriculum benchmarks, violence and vandalism, standardized test results, and other school reports for accuracy, compliance, established timelines, and the identification of improvement objectives.

16. Establish and maintain program articulation and open communication among schools within the assigned operational unit.
17. Coordinate orientation meetings, schedule development, disciplinary procedures, parental notification, and reporting of pupil progress among schools within the assigned operational unit.

18. Ensure fair and consistent implementation of policies, regulations, procedures, discipline, promotion and graduation requirements.

19. Supervise building principals relative to the duties and responsibilities outlined in the job description, including but not limited to: budget development and management; facility appearance, maintenance, and utilization; program implementation and effectiveness; community and parent involvement, labor relations; and staff and student performance.

20. Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans.

21. Recognize staff and student activities and achievements.

22. Maintain a positive, collaborative, and mutually supportive working relationship with community agencies, parents, students, and district and school staff.

23. Continue to grow professionally through research, graduate studies, and collaboration with colleagues.

24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

25. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

26. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

27. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION

The State District Superintendent or his/her designee shall evaluate the Assistant Superintendent for School Administration in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.