

Central Office Administration

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Valid School Administrator/Principal Certificate of Eligibility
2. Minimum experience in teaching, curriculum development and school administration as determined by the board
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

SUPERVISES; Assigned administrative personnel

JOB GOAL:

To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in supervising the district's instructional programs and school services.
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary,
3. Assists with the preparation and administration of the instructional accounts of the school budget.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation
5. Assumes the responsibilities of administering the district in the absence of the superintendent.

6. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
7. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement
8. Prepares drafts of needed board policies and administrative rules for the superintendent's review and/or board action
9. Participates in the selection and recommendation of adoption of all textbooks and supplementary instructional materials
10. Establishes necessary procedures for referral and cooperative planning with other children's services agencies
11. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
12. Attends board meetings and prepares such reports for the board as the superintendent may request
13. Evaluates the performance of an administrative personnel in accordance with law, code and board policy
14. Performs other related duties as may be assigned by the superintendent and/or requested by the board

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated in accordance with NJ state law and the provisions of the board's policy on evaluation.

ANTICIPATED DATE

OF ADOPTION : *October 17, 2023*