

GREEN TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Hold a valid New Jersey School Administrator/Principal Certificate or eligibility;
2. Minimum of three (3) years teaching experience, as well as demonstrated supervisory experience in curriculum, instruction and school administration as determined by the Green Township Board of Education ("Board");
3. Demonstrate excellent initiative, personal integrity and business ethics;
4. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff;
5. Demonstrate strong leadership, organizational skills, and communication skills to relate well with students, staff, administration, parents, and the community;
6. Provide evidence that a criminal history background check has been conducted and clearance has been given by the Department of Education. Provide the required sexual misconduct documentation and written statement in accordance with N.J.S.A. 18A:6-7.7;
7. Provide proof of U.S. citizenship or legal resident status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
8. Provide proof of current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment, and
9. Meet such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent/CSA

SUPERVISES: Personnel as assigned by the Superintendent/CSA

JOB GOAL:

Successfully supervises and/or oversees all curricular, instructional, programmatic and operational needs of the school district including quality assurance of all assigned performance responsibility indicators.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent/CSA in supervising the district's instructional programs and school services.
2. Evaluates the operation of the schools and makes recommendations to the Superintendent/CSA for changes in policy as necessary.
3. Assists with the preparation and administration of the instructional accounts of the school budget.
4. Assists in the oversight of all mandated reports, records and other paperwork as required by the Board, the State Department of Education, and the Federal Government, or paperwork that may be appropriate to the District's administration.
5. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
6. Assumes the responsibilities for administering the district in the absence of the Superintendent/CSA.
7. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
8. Maintains professional development, in-service programs, and knowledge of issues and best practices in curriculum and instruction at both state and national levels of competence evidenced by applications for recognized awards for educational excellence.

9. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
10. Prepares drafts of needed board policies and administrative rules in preparation for the Superintendent/CSA's review and/or Board action.
11. Participates in the selection and recommendation for adoption of all textbooks, virtual materials and other supplementary instructional material. Works with administrators in the evaluation of instructional materials, including textbooks, digital resources, library/ media acquisitions, and other instructional materials.
12. Establishes necessary procedures for referral and cooperative planning with other children's services agencies.
13. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
14. Attends Board meetings and prepares such reports for the Board as the Superintendent/CSA may request.
15. Serves on designated committees at local, county, and state levels as the representative of the Board when assigned by the Superintendent/CSA
16. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
17. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
18. Establishes necessary procedures for referral and cooperative planning with other children's services agencies.
19. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent/CSA and not otherwise prohibited by law or regulation.
20. Performs other related duties as may be assigned/requested by the Superintendent/CSA.

TERMS OF

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

ANNUAL

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

Approved by: Green Township Board of Education

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds
through –7.6	for disqualification from employment; exception
<u>N.J.S.A. 18A:7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-16</u>	Appointment and removal of assistant Superintendent/CSA
<u>N.J.S.A. 18A:17-17</u>	Certificate required
<u>N.J.S.A. 18A:17-22</u>	Assistant Superintendent/CSA; duties
<u>N.J.S.A. 18A:17-23</u>	Suspension of assistant Superintendent/CSA
<u>N.J.S.A. 18A:21-34</u>	School Ethics Act

<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.A.C. 6A:5</u>	Regulatory equivalency and waiver
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional standards

See particularly:

<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10 et seq.</u>	Educator effectiveness

See particularly:

<u>N.J.A.C. 6A:10-2</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-6</u>	Evaluation of teaching staff members other than teachers and principals
<u>N.J.A.C. 6A:10-8</u>	Evaluation of chief school administrators
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23A</u>	Fiscal accountability
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 8:59-11.1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.