

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Central Office Administration

Certified

TITLE: ASSISTANT SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a valid New Jersey School Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Have a minimum of six (6) years administrative experience as a Principal and/or in a leadership role in central office in a school district;
3. Leadership ability in school administration, instructional strategies and assessment, curriculum development, professional development, grant development, program evaluation and improvement, supervision and evaluation and educational technology;
4. Demonstrated skills in leadership and human resource management, communications, quantitative and qualitative decision-making, finance, educational law, school facilities government, community relations, and management of district operations;
5. Knowledge of principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration;
6. Classroom teaching experience required;
7. Excellent interpersonal and communication skills;
8. Demonstrated excellent leadership skills and organizational skills and the ability to motivate people;
9. Demonstrated excellent initiative, personal, integrity and business ethics;
10. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community;
11. Effectively communicates and understands job instructions both verbally and written in the English language;
12. Ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications;
13. Have excellent integrity and demonstrate good moral character and initiative;
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. 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 there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. 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 12. N.J.A.C. 6:3-4A.4.
17. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

REPORTS TO: Superintendent of Schools

JOB GOAL:

The Assistant Superintendent of Schools is responsible for working in coordination with the Superintendent of Schools for the daily operation of the school district. To serve as Superintendent in the absence of the Superintendent. To support the overall administration, coordination, guidance, and supervision of all personnel in pursuit of meeting the district vision and goals for the entire educational program.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but are not limited to the following:

General:

1. Adheres strictly to all Board of Education and Administrative policies, regulations, and procedures.
2. In an ethical and professional manner, the Assistant Superintendent of Schools is to perform such duties as are usually performed by the Assistant Superintendent, as well as duties assigned by the Superintendent of Schools.
3. Maintains confidentiality about students and staff, in accordance with State and Federal laws and District policies and regulations.

Organizing and Administration:

1. Assumes all duties and responsibilities of the Superintendent of Schools in the Superintendent's absence.
2. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
3. Assists the Superintendent of Schools in all services and programs: reports to the Superintendent of Schools, as requested, on the status of same.
4. Assists the Superintendent of Schools in all phases of the development of programs and services to maintain District needs.
5. Assists the Superintendent of Schools with procedures that measure the economy and effectiveness of District programs and services.
6. Serves as the leader of the District's Leadership Team and collaborates with school administrators on school initiatives and issues.
7. Visits and monitors schools frequently to observe all aspects, programs, and services and makes appropriate educational and operational assessments.
8. Assesses the reactions of various individuals and groups-teachers, administrators, parents, students-relative to the strengths and areas in need of improvement of the District's programs.
9. Collaborates with school administrators to assess program effectiveness and develops appropriate improvement objectives and corrective action plans.
10. Monitors and evaluates building administrators on a daily basis in all areas of operation.
11. Supervises building principals relative to the duties and responsibilities outlined in the job description, including but not limited to: budget development and management; facilities, maintenance, and utilization; program implementation and effectiveness; community and parent involvement, labor relations; and staff and student performance.
12. Recognizes staff and student activities and achievements.
13. Assists the Superintendent of Schools, when called upon, in the recruiting and screening of professional, clerical, and other staff.
14. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
15. Ensures compliance with all New Jersey school laws; State Board of Education and District policies and regulations; Department of Education requirements; and District contractual obligations.
16. Observes 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 submits in a timely fashion the required annual disclosure statement regarding employment and financial interests.

Public Relations and Marketing:

1. Accurately interprets the laws, statutes, programs, philosophy, policies, governing structure of the District, and the community at large as these relate to the services and programs operated by the District.
2. Portrays a positive attitude and acts as the liaison between all parties involved in the District those receiving services and those providing these services, as well as those who may be interested in future services.

ASSISTANT SUPERINTENDENT OF SCHOOLS (continued)

3. Conducts assessments of the educational needs of students in the District as a basis for deciding what new instructional programs and related service programs are to be designed and implemented.
4. Assists the Superintendent of Schools in interpreting to sending district's Board of Education, parents, and other interested members of the community, those aspects of the District's programs and services.
5. Maintains a positive, collaborative, and mutually supportive working relationship with other agencies in providing the best possible services to the students in the District.
6. Works with media and newspapers in gaining positive public notices of the services and programs of the District.
7. Assists with developing descriptions of the various instructional programs, related services, and other current proposed initiatives of the District.
8. Assists with developing activities relative to district programs, related services, current and proposed initiatives of the District that will serve to promote them to districts and the general public.
9. Develops an annual marketing plan that incorporates the promotional activities of the District.

Programming and Instruction:

1. Monitors 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.
2. Ensures fair and consistent implementation of policies, regulations, procedures, discipline, promotion, and graduation requirements.
3. Assists the Superintendent of Schools in conducting long and short-term assessments of student enrollment projections in the school district.
4. Assists the Superintendent of Schools in the development of updated and effective curriculum which meets all State mandates for all District educational programs.
5. Keeps abreast of, and reports to the Superintendent of Schools, any and all curriculum requirements which are instituted by the State which may affect District-operated programs.
6. Assesses the extent to which goals and objectives of instructional programs and related services are being attained.
7. Reviews results and/or scores of mandated student tests for the purpose of monitoring progress and identifying deficiencies.
8. Assists the Superintendent of Schools in the evaluation of the effectiveness of the educational programs as measured through student achievement.
9. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability.
10. Conducts assessments of the professional needs of teachers, related services specialists, directors, and school administrators as a basis for deciding what new professional development programs and training experiences can be provided for staff and students.
11. Assists the Superintendent of Schools in the coordination and implementation of successful in-service training and professional development programs for district staff.
12. Confers with principals and staff to ensure that the health and safety needs of all staff and students are being met throughout the District.
13. Participates in IEP Meetings, as necessary, to strengthen relationships, resolve conflicts, and ensure compliance of special education programs and services.

Professional Growth and Educational Advisor:

1. Keeps abreast of new developments in the areas of special education, nonpublic services, cooperative educational ventures, alternative education programs, gifted and talented education programs, cooperative purchasing, transportation, and any other programs and services through which the District can be serviced.
2. Researches and becomes knowledgeable about current instructional, curricular, and supervisory or managerial trends which are proven to be effective.

ASSISTANT SUPERINTENDENT OF SCHOOLS (continued)

3. Maintains a suitable level of collaborations with colleges which will allow for growth and development of professional skills as they pertain to this position.
4. Selectively attends meetings, seminars, conferences, workshops, and conventions which will enhance skills and knowledge which are essential to this position.
5. Coordinates the dissemination of information, policies, regulations, procedures, and reports to the district and school administrators.
6. Provides educational leadership, administrative direction, supervision, and technical assistance and support to schools.
7. Assists school administrators to establish and maintain a positive learning and working environment.
8. Assists district and school administrators in:
 - a. Setting goals and objectives for instructional and related services programs;
 - b. Assessing the advantages and disadvantages of various programs;
 - c. Developing programs in ways that indicate a high probability that the programs will be implemented as designed.

Management and Operations:

1. Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.
2. Oversees the development of effective plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs.
3. Monitors systems and procedures for the effective supervision and support of custodial, clerical, food services, and other staff effectively so that schools are clean, attractive, welcoming, and safe.
4. Supports administrator teams in developing systems and procedures for positive student behavior; models high expectations for student behavior and provides appropriate training for administrators to uphold these expectations. Establishes districtwide routines and consequences, including policies and systems to prevent and address bullying and other behaviors that threaten students; social and emotional well-being.
5. Reviews and approves principal's hires of all teachers, athletic coaches, and other personnel assigned to a particular school or department, consistent with district and personnel policies and budgetary restrictions.
6. Monitors the district's recruitment and hiring process.
7. Provides effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.
8. Exercises sound and reliable judgment in assigning ratings for performance, goal attainment, and impact on student learning and ensures that administrators understand why they received their ratings.
9. Consistently reviews alignment between judgment about practice and student learning data and provides guidance to administrators to make informed decisions about educator support and evaluation based upon this review.
10. Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout the district and school community.
11. Employs a non-confrontational approach for responding to disagreement and dissent, using both as opportunities for learning.
12. Employs a variety of strategies to resolve conflicts in a constructive and respectful manner.
13. Builds consensus within the school district community around critical school decisions, employing a variety of strategies.
14. Perform other duties assigned by the Superintendent of Schools or designee.

ASSISTANT SUPERINTENDENT OF SCHOOLS (continued)

TERMS OF EMPLOYMENT: Twelve (12) month position.

SALARY: Determined by the Board of Education and approved by the County Executive Superintendent of Schools

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: Pleasantville Board of Education

Date: October 13, 2015

Revised: March 10, 2020 and August 9, 2022

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds through –7.5 for disqualification from employment; exception

N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent

N.J.S.A. 18A:17-17 Certificate required

N.J.S.A. 18A:17-22 Assistant superintendent; duties

N.J.S.A. 18A:17-23 Suspension of assistant superintendent

N.J.S.A. 18A:21-34 School Ethics Act

N.J.S.A. 18A:27-10 Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.A.C. 6A:5 Regulatory equivalency and waiver

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-11.3 Authorization

N.J.A.C. 6A:9B-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 et seq. Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2 Evaluation of teaching staff members

N.J.A.C. 6A:10-6 Evaluation of teaching staff members other than teachers and principals

N.J.A.C. 6A:10-8 Evaluation of chief school administrators

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:15 Bilingual education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public education

N.J.A.C. 6A:23 Finance and business services

N.J.A.C. 6A:26 Educational facilities

N.J.A.C. 6A:27 Student transportation

N.J.A.C. 6A:28 School operations

N.J.A.C. 6A:30 Evaluation of the performance of school districts

ASSISTANT SUPERINTENDENT OF SCHOOLS (continued)

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-7 Student records

N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act

N.J.A.C. 12:100-4.2 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.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.