

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

Instruction/Curriculum

Certified

TITLE: SUBSTITUTE SCHOOL ADMINISTRATOR

QUALIFICATIONS:

1. Valid Standard New Jersey School Administrator or Principal Certificate
2. Master's Degree with coursework in school leadership, education, or administration is required
3. Minimum of ten (10) years of building administration experience, such as principal/ assistant principal
4. Thorough knowledge of the principles, methods, and practices of elementary and/or secondary education. The theories and principles of child growth and development.
5. Considerable knowledge of the principles of elementary and/or secondary educational administration and current major education issues.
6. Knowledge of curriculum theory and development and alternative educational programs. The theory and principles pertaining to the decentralization of decision-making authority and accountability for the educational process and outcomes of the individual school.
7. Ability to utilize computer-based communications and record-keeping systems. Organize and coordinate the work of professional and paraprofessional personnel. Communicate effectively, both orally and in writing.
8. Excellent interpersonal and communication skills, demonstrate the ability to work with a wide variety of community groups and organizations.
9. Exhibit positive character, personality, and proper social capability to relate effectively with staff, students, and community;
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey approved residency waiver, or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Assistant Superintendent/ Superintendent of Schools

JOB GOAL:

A substitute school administrator is contracted to maintain the established routines and daily procedures of the assigned school. In this role, safety, health, security, and discipline are upheld to provide an atmosphere conducive to learning.

PERFORMANCE RESPONSIBILITIES:

1. In the absence of the building administrator, the duties and responsibilities of that administrator will be satisfactorily assumed by the substitute school administrator.
2. Monitor students during cafeteria usage as well as recess.
3. Curriculum and lesson plans will have been adequately administered.
4. Ensure staff schedules and assignments are followed.
5. Maintain that all student, staff, and visitor interactions and behaviors are appropriate.
6. Ensure all substitute personnel are assigned to the identified vacancy and follow proper protocols.
7. The substitute school administrator will effectively assist with maintaining school policies and procedures.
8. The substitute school administrator will capably confer with parents and students.
9. The substitute school administrator will effectively administer all safety drills.
10. Substitute school administrators who hold proper certification may assist with evaluating building staff.
11. Monitor the safety of students who arrive to school and are dismissed from school.

Substitute School Administrator (continued)

12. Ensure the health and safety of students, staff, and visitors.
13. Oversees the administration of school programs, including after-school clubs, tutoring, and aftercare
14. Other duties assigned by the principal or central administration

TERMS OF

EMPLOYMENT: 12-month as needed, per diem employee, the rate determined by the Board of Education. This substitute position does not include benefits.

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: January 17, 2023

Revised:

LEGAL REFERENCES:

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

N.J.S.A. 18A:16-2 Physical Examinations; Requirement

N.J.S.A. 18A:25-2 Authority Over Pupils

N.J.S.A. 18A:25-4 School Register; Keeping

N.J.S.A. 18A:26-1 Citizenship of Teachers, Etc.

N.J.S.A. 18A:26-1.1 Residence Requirement Prohibited

N.J.S.A. 18A:26-2 Certificates Required; Exception

N.J.S.A. 18A:27 Employment and Contracts

N.J.A.C. 18A:37 Discipline of Pupils

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 licensure and standards

See particularly:

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

N.J.A.C. 6A:9B State board of examiners and certification

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

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-9 Instructional certificates

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 Educator effectiveness

N.J.A.C. 6A:10-2.1et seq. Evaluation of teaching staff members

N.J.A.C. 6A:14 Special 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:30 Evaluation of the performance of school districts

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