

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

Central Office Administration

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Hold a valid New Jersey School Administrator certificate;
2. Minimum four (4) years of experience in public school administration;
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. 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.
5. Classroom teaching experience preferred;
6. Excellent interpersonal and communication skills;
7. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
8. Demonstrate excellent initiative, personal integrity and business ethics;
9. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community;
10. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary;
11. Have excellent integrity and demonstrate good moral character and initiative;
12. 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;
13. 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;
14. 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;
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4;
16. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Superintendent of Schools

JOB GOAL:

To serve as Superintendent in the absence of the Superintendent. To provide the instructional and curricular leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, and achievement for all students. To support the Superintendent in the overall administration, coordination, guidance and supervision of all personnel in the pursuit of excellence for the entire educational program in the district and to act as a chief advisor on all human resource matters.

SCOPE OF RESPONSIBILITIES:

The Assistant Superintendent serves as overseer of the curriculum and human resources, acts as instructional leader of the district, and the primary evaluator of curricular coordinator, directors and administrators. Ensures the district/school educational objectives are aligned to the New Jersey Department of Education's frameworks and instructional practices are delivered which yield the highest standards of student achievement and instructional excellence. The Assistant Superintendent will provide direction for personnel procedures and administrative techniques for staff recruitment, selection, placement and induction of personnel. The Assistant Superintendent assists the Superintendent in all matters as defined by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Leadership and Administration
2. Curriculum and Instruction
3. Student Services
4. Personnel
5. Business
6. School-Community Relations
7. Professional Growth

Leadership and Administration:

- 1.1 Supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations and the provisions of the district's collective bargaining agreements.
- 1.2 Responsible for the development of annual goals and action planning for the teaching and learning program.
- 1.3 Assists in the oversight of all mandated reports, records and other paperwork as required by the Superintendent of Schools, the State Department of Education, and the Federal Government, or paperwork that may be appropriate to the District's administration.
- 1.4 Keeps the Superintendent informed and works cooperatively with all other administrators in school and district related matters.
- 1.5 Leads appropriate professional meetings and remains current with professional standards and research.
- 1.6 Establishes and maintains efficient administrative procedures to support the teaching and learning functions of the district.
- 1.7 Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent.
- 1.8. Reviews all policies and regulations relevant to areas of responsibilities.

Curriculum and Instruction:

- 2.1 Responsible for the implementation of curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
- 2.2 Directs the development, evaluation, and revision of curriculum and instruction and assumes responsibility for the implementation of approved programs. Coordinates and articulates curriculum among and between the grades.
- 2.3 Responsible for the formulation, planning, and implementation of the professional development program for professional staff (teaching and administrators).
- 2.4 Works with administrators in the evaluation of instructional materials, including textbooks, digital resources, library/ media acquisitions, and other instructional materials.
- 2.5 Provides leadership in developing plans for instructional research; pilot studies for curriculum, instruction, and technology; and new courses of study.
- 2.6 Responsible for assessing results of programs and addressing areas in need of improvement.
- 2.7 Seeks and applies for appropriate competitive grants.
- 2.8 Responsible for the formulation, planning and implementation of federal grants.
- 2.9 Responsible for ensuring rigorous teaching evaluations standards and compliance with all relevant mandates.

Student Services:

- 3.1 Works with principals and curriculum coordinators to develop plans for assessing and monitoring the progress of all students. Coordinates and articulates assessments among and between grades.
- 3.2 Oversees the planning and delivery of all state and federally funded compensatory education services.
- 3.3 Creates and monitors the system to maintain individual student records and reports of student progress.
- 3.4 Ensures compliance with all HIB requirements, including providing training and reporting.

Personnel:

- 4.1 Supervises and manages principals, directors and other staff as prescribed by the superintendent in compliance with local, state, and federal law and the policies and procedures of the school district.
- 4.2 Observes and evaluates principals, directors and other staff prescribed by the Superintendent in accordance with Board policy and established procedures.
- 4.3 Promotes effective communication and cooperation among administrators.

ASSISTANT SUPERINTENDENT (continued)

4.4 Responsible for establishing direction for personnel procedures and administrative techniques for staff recruitment, selection, placement and induction of personnel.

4.5 Administers the job classifications program, and assist staff members in development of job descriptions, maintains and periodically updates the job description manual online.

4.6 Responsible for the implementation of the employee assistance plan, staff recognition program, staff orientation program

4.7 Recommends the hiring, promotion, transfer and dismissal of personnel to the Superintendent.

Business:

5.1 Assists in the development of budget including staffing needs, instructional materials and resources, and provision for the activities of the district.

5.2 Coordinates the preparation of department and program budget requests through improvement planning process.

5.3 Develops, monitors, and maintains Federal and competitive grants budgets.

School Community Relations:

6.1 Promotes and assists in the coordination of effective communication.

6.2 Promotes effective communication among all members of the school community.

6.3 Develops and maintains good relations with the school community.

6.4 Seeks talent and support from the community to further the educational goals of the district.

6.5 Works cooperatively with colleagues within the district and from other school districts.

6.6 Serves on district committees, participates in district activities, and represents the district as warranted, or as directed by the Superintendent.

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.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE and approved by the County Executive Superintendent.

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

ASSISTANT SUPERINTENDENT (continued)

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
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.	

Approved by: Pleasantville BOE

Date: October 13, 2015 Revised: March 10, 2020