1230 SUPERINTENDENT'S DUTIES (M)

M

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the school district by implementing policies established by the Board of Education and by discharging the duties imposed on their office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principal advisor to the Board. The Superintendent may delegate to an appropriate school official any duty not reserved to the Superintendent by law.

Work Relationships

The Superintendent shall report directly to the Board.

The Superintendent shall directly or indirectly supervise all persons employed by the Board. The management responsibilities of the Superintendent shall extend to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board. The Superintendent may delegate to an appropriate school official any duty not reserved to the superintendent by law. When delegating such duties together with appropriate authority, the Superintendent may never delegate nor relinquish ultimate responsibility for results or any portion of accountability. The Superintendent may not delegate the responsibility for duties mandated by law.

The Superintendent shall lead every member of the administrative, instructional and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

Further, the Superintendent shall oversee the use of all district facilities, property and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

Duties and Responsibilities

A. In the discharge of their responsibility as principal advisor to the Board, the Superintendent shall:

1. Ensure all aspects of school district operations comply with Board policy and regulation, Federal and State law, and school district contracts;

2. Report to the Board on the needs of the school district;

3. Advise the Board of any revisions or additions that should be made to its policies and regulations;

4. Provide the Board with information as may be needed to ensure informed decisions are made by the Board; and

5. Perform such other duties as may be assigned by the Board.

B. Ensure the District has a 5-year Strategic Plan that is maintained and monitored with updates to the Board and community on progress made toward Strategic goals on an annual basis. In the 5th year of the 5-year Strategic Plan, the Superintendent shall provide a final update to the Board and community on the Strategic Plan goal achievement to inform the next 5-year Strategic Plan.

C. In the discharge of their annual responsibility, the Superintendent shall:

1. Prepare, promulgate, and maintain a manual of Board policies and regulations;

2. Evaluate the future needs of the school district and recommend annual district goals with supporting objectives that are specific, measurable, achievable, relevant, and time-bound, and are linked to the District's 5-year Strategic Plan; and

3. Ensure and evaluate progress toward the attainment of the district annual goals, based on the supporting objectives, and report thereon to the Board and community on a quarterly basis; and

4. Report to the United States Department of Education and the New Jersey Department of Education, the New Jersey Commissioner of Education, and the Executive County Superintendent as required.

D. In the discharge of their responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for-the schools of the school district consistent with the educational goals adopted by the Board;

2. Coordinate the proper implementation of the instructional plan as it applies to each school in the school district;

3. Evaluate at least annually the effectiveness of the program of studies and recommend changes and additions to improve its effectiveness and in accordance with Policy 2200 – Curriculum;

4. Evaluate the performance of students in relation to a consistent set of other public school districts in the same District Factor Group, as well as in relation to State and national standards;

5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the school district; and

6. Keep informed regarding current research in the field of education and inform the Board as appropriate.

E. In the discharge of their responsibility for the direction and welfare of students, the Superintendent shall:

1. Strive to motivate students to achieve their individual best;



2. Create a climate of respect ~~for authority and discipline~~ in each of the schools of the school district; and

3. Ensure the monthly public reporting of student suspensions and expulsions by race and gender on the District website; and

4. Recommend any changes in the program of student management and support to respond to school district needs.

F. In the discharge of their responsibility for the supervision of school district employees, the Superintendent shall:

1. Develop recruitment procedures to assure well qualified applicants reflecting the diverse nature of the student body for professional and nonprofessional positions.
2. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;
3. Assign staff to achieve maximum effectiveness in the attainment of educational goals;
4. Train staff to implement approved changes in the curriculum or instructional methods of the school district;
5. Evaluate annually the effectiveness of all staff in the performance of their assigned tasks;
6. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and
7. Discipline staff and report to the Board any suspension of a staff member.



G. In the discharge of their responsibility for the maintenance of the school buildings and grounds, the Superintendent shall:

1. Strive to make efficient use of school district resources in the daily operations of the schools;

2. Assign support staff to achieve maximum effectiveness from the school buildings and grounds of the school district;

3. Train support staff to maintain the school buildings and grounds and to avoid safety and environmental hazards; and

4. Evaluate the effectiveness of school district's school buildings and grounds in housing the instructional program and recommend to the Board changes and improvements.

H. In the discharge of their responsibility for the management of the school district business affairs, the Superintendent shall:

1. Supervise the preparation of the annual budget and recommend its adoption to the Board;

2. Implement the budget adopted by the Board;

3. Establish sufficient fiscal controls to ensure that school district funds are expended wisely and efficiently; and

4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.



I. In the discharge of their responsibility as liaison officer to the public, the Superintendent shall:

1. Strive to interpret and communicate the needs of the school district to the public and the concerns of the public to the Board;

2. As appropriate, involve members of the public in the review of school district needs, community needs, and the operation of the school district's programs;

3. Keep the public informed about the accomplishments and challenges of the school district;

4. Cooperate with news media; and

5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy 1240 and the Board-approved job description.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20;
18A:17-21; 18A:22-8.1; 18A:27-4.1; 18A:37-4 N.J.A.C.
6A:8-3. 1; 6A:32-4. 1;

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