

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Superintendent's ~~Job Description~~ Duties
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1230 SUPERINTENDENT'S ~~JOB DESCRIPTION~~ DUTIES

Function

The Superintendent shall serve as ~~e~~Chief ~~E~~xecutive and ~~A~~administrative ~~O~~fficer of the ~~d~~istrict by implementing policies ~~and goals~~ established by the Board of Education and by discharging the duties imposed on ~~his or her~~the office by law.

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Authority

The Superintendent ~~shall be the chief~~ Chief School Administrator of the school district and ~~principal~~ principle advisor to the Board. The Chief School Administrator may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

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Work Relationships

The Superintendent shall directly ~~or indirectly supervise all persons employed by the Board and shall report 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 nor 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.

~~to the Board, which shall maintain this policy as the most current official job description, superseding any other document.~~

Scope of Responsibility

~~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 him or herself by law. When delegating such duties together with appropriate authority, the Superintendent may never delegate nor relinquish ultimate responsibility for results nor any portion of accountability. The Superintendent may not delegate the responsibility for duties mandated by law.~~

Goal

~~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.~~

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Evaluation

~~Performance of this job will be evaluated annually in accordance with the Board's policy on the evaluation of the Superintendent.~~

Duties and Responsibilities

A. In the discharge of his/her the responsibility as principle advisor to the Board, the Superintendent shall:

1. Ensure all aspects of district operation comply with Board policy, State law and district contracts;
2. Report to the Board on the needs of the district;
3. Advise the Board of any changes or additions that should be made to its policies;
4. Provide the Board with such information as may be needed to ensure the making of informed decisions; and
5. Perform such other duties as may be assigned by the Board.

B. In the discharge of his/her the responsibility for the implementation of the operational action plan of the district, the Superintendent shall:

1. Prepare, promulgate, and maintain a manual of administrative regulations;
2. Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
3. Maintain written objectives to implement the district action plan adopted by the Board;
4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and
5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner.

C. In the discharge of his/her the responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for each grade that monitors growth for each child and allocate resources and programs to meet the needs of every child

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in district schools, consistent with the educational goals adopted by the Board, the schools of the district consistent with the educational goals adopted by the Board;

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

3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness;

4. Evaluate the performance of students in relation to other public school districts, as well as in relation to State and national standards;

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5. Report periodically, but not less than annually, bi-annually to the Board, as directed by the Board, on the condition of the educational program and facilities in the district; and

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

D. In the discharge of his/her the responsibility for the direction and welfare of students, the Superintendent shall:

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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 district;

3. Report to the Board at its next meeting the suspension of a student; and

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

E. In the discharge of his/her the responsibility for the supervision of 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.**

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2. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;

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3. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;

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4. Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district;

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5. Evaluate the effectiveness of staff members in the performance of their assigned tasks;

6. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and

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7. Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member.

F. In the discharge of his/her the responsibility for the maintenance of the physical plant, the Superintendent shall:

1. Strive to make efficient use of district resources in the daily operations of the schools;
2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
4. Evaluate and have a sustainable action plan for the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required.

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G. In the discharge of his/her the responsibility for the management of the 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 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.

H. In the discharge of his/her the responsibility as liaison officer to the public, the Superintendent shall:

1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;
3. Keep the public informed about the accomplishments and challenges of the school district;
4. Cooperate with the news media; and
5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

A. Instructional Leadership

- ~~1. As the chief school executive, administers the development and maintenance of high quality educational programs and services designed to meet the needs of all students and to carry out the policies of the Board, improving programs and services where necessary.~~
- ~~2. Formulates school objectives, regulations, plans, and programs.~~
- ~~3. Assesses with staff all curriculum guides and courses of study on a continuing basis. Recommends, for Board adoption, curricula, courses, textbooks, and time schedules.~~
- ~~4. Ensures implementation of all board approved curricula and inclusion of state mandated programs and curriculum content standards.~~
- ~~5. Provides for curriculum articulation among grades and schools in the district.~~
- ~~6. Provides for an annual assessment of student needs and achievement. Initiates program changes in light of this assessment, formulating plans and programs to bring students' performance on State and district mandated standardized tests to the District Minimum Level of Proficiency.~~
- ~~7. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.~~
- ~~8. Seeks out available sources for State and federal funding as well as grants and donations from municipal, county, State, federal, corporate, and private sources to support programs and projects.~~
- ~~9. Keeps informed of current educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, or by other appropriate means, and keeps the Board informed of trends in education.~~
- ~~10. Ensures that the goals of the school system are adequately reflected in its educational program and operation. Submits the district's schools' objectives to the County Superintendent for review and approval as required by the New Jersey Department of Education.~~

~~B. Personnel Administration~~

- ~~1. Directs and supervises the administrative staff and through them all district staff. Maintains active presence in school buildings as appropriate.~~
- ~~2. Directs and supervises the central district administrative staff in the development and implementation of sound personnel practices.~~
- ~~3. Develops recruitment procedures to assure well-qualified applicants reflecting the diverse nature of the student body for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all staff to the Board.~~
- ~~4. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.~~
- ~~5. Ensures that all staff is evaluated at least annually in accordance with law and established procedures. Recommends professional employees for contract renewal, tenure appointment, promotion, demotion, salary changes, or dismissal.~~
- ~~6. Recommends and implements the district's professional development plan, ensuring that staff participate in professional development programs in support of district programs and goals.~~
- ~~7. Ensures that all staff receives in-service training required by State and federal laws and that appropriate documentation is maintained in a central file.~~
- ~~8. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.~~

~~C. Financial Management~~

- ~~1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.~~
- ~~2. Initiates and supervises development of the annual budget. Provides for staff input. Recommends budget and budget priorities for Board approval.~~
- ~~3. Ensures that the district has long range financial and facility improvement plans. Updates and implements plans annually.~~
- ~~4. Oversees school facility management to provide safe, efficient and attractive buildings, with emphasis on preventive maintenance and custodial care. Provides instructions and regulations to govern use and care of school properties.~~

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- ~~5. Searches continuously for alternatives in business management practices to achieve sound economies and efficiencies in operations.~~
- ~~6. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.~~

~~D. Special Services~~

- ~~1. Ensures that a system of appropriate Special Services and/or related services is available to all pupils with disabilities.~~
- ~~2. Develops and oversees the delivery of the district's intervention and referral services, when appropriate, for pupils who are experiencing difficulties in their classes and who have not been classified as in need of Special Services.~~
- ~~3. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services which may be made available pursuant to law and submits an annual written report to the County Superintendent.~~
- ~~4. Develops and implements required policies and procedures related to the reporting of allegations of child abuse and neglect.~~

~~E. School/Community Relations~~

- ~~1. Promotes community support of the schools. Interprets district programs and services; reports plans, events and activities of interest; and solicits community opinions regarding school and education issues.~~
- ~~2. Maintains the confidence of the Board of School Estimate in the soundness and economic efficiency of the school system and maintains effective continuing communications with municipal officials.~~
- ~~3. Represents the district's interests in meetings and activities of municipal and other governmental agencies; in community organizations, agencies, activities, and projects; and as required, in other school districts.~~
- ~~4. Establishes and maintains a program of effective communications to keep the public well informed of the activities and needs of the school district, effecting a cooperative and productive working relationship between the schools and the community.~~
- ~~5. Identifies available community resources and links to social service agencies that support education and healthy child development.~~

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- ~~6. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent teacher interaction.~~
- ~~7. Maintains contact and good relations with local media.~~
- ~~8. Presents the district's quality assurance report annually to the community and submits a copy to the County Superintendent as required by the NJ Department of Education.~~

~~F. Superintendent Duties~~

- ~~1. Provides leadership in identification of priorities and assures that all activities reflect those Board established priorities.~~
- ~~2. Prepares and recommends short and long range plans for Board approval and implements those plans when approved.~~
- ~~3. Attends all regular and special meetings of the Board, holding the right to speak on all matters but having no vote. Designates an administrative staff member to speak in his/her absence when appropriate.~~
- ~~4. Recommends drafts of new policies or changes to the Board. Implements policies adopted. Establishes guidelines and processes for monitoring implementation of Board policies.~~
- ~~5. Prepares, in conjunction with the Board president, agenda recommendations relative to all matters requiring Board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.~~
- ~~6. Anticipates potential problems. Recommends policies or courses of staff action.~~
- ~~7. Keeps Board informed regarding developments in other districts, State and national levels that would be helpful to the district.~~
- ~~8. Ensures that all local, State and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.~~
- ~~9. Recommends school attendance zones and provides safe and legal transportation for students as necessary.~~
- ~~10. Makes recommendations concerning location, size and plans for new school sites, additions, and alterations.~~

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- ~~11. Reports annually to the Board of Education on the state of the district, providing a forthright description of progress and challenges, successes and failures, and paying particular attention to changes in program, practice, and district trends.~~
- ~~12. Fulfills all statutory obligations and implements the Education Law of the State of New Jersey and the Administrative Code of the New Jersey Department of Education.~~

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and this 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; 6A:32-12.2

Cross References: 0135, ~~1210~~1220, 1240

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