

ENGLEWOOD PUBLIC SCHOOLS

JOB DESCRIPTION

POSITION: ASSISTANT SUPERINTENDENT FOR ADMINISTRATION

SUMMARY: To effectively supervise the Office of Human Resources in recruiting, employing and maintaining personnel activities and records management; to serve as the District's Affirmative Action Officer; to be the District's Compliance and Hearing Officer for federal mandates such as Title VI, Title VII and Title IX; and to support the Superintendent of Schools in developing policies and administrative regulations.

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

- Masters degree or higher from an accredited college or university.
- New Jersey State-certified as a School Administrator.
- Minimum five (5) years experience as a teacher.
- Minimum five (5) years experience as an administrator.
- Previous experience in instructional management, program implementation and evaluation, and successful supervisory experience.
- Knowledge of current and emerging Equal Opportunity/Affirmative Action issues and trends.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community.

DUTIES AND RESPONSIBILITIES:

1. Assist the Superintendent in directing the administration and coordination of the district's educational programs to promote the goals and objectives of the district.
2. Provides leadership to the Offices of Human Resources, District Registration, and Health Services.
3. To serve as the District's Affirmative Action Officer and ensure that the district complies with regulations required under N.J.A.C. 6:4.
4. To function as the District's Compliance and Hearing Officer in all activities required in accordance with federal mandates, such as Title VI, Title VII and Title IX.
5. To develop and maintain ongoing relationships and partnerships with staff.
6. To provide oversight for the development, compilation, and maintenance of an up-to-date, comprehensive set of job descriptions.
7. To serve as a resource person to administrators and supervisors in the systematic recruiting, employing and informal evaluation of staff members.
8. Plans, directs, and manages the human resources functions for all district employees.
9. Coordinates district recruitment, selection, evaluation, and professional development.
10. Oversees educator certification and tenure.
11. Manages all staffing and personnel actions, including assignments, transfers, and renewals.

12. Coordinates classified and certificated personnel evaluation systems.
13. Oversees the use of employee leave and substitutes within the absence reporting database.
14. Coordinates staff development programs and activities.
15. Conducts employee investigations as assigned.
16. Works collaboratively with the District Registration team to ensure effective and efficient registration procedures and processes are in place.
17. Reviews registration data as related to student enrollment and potential staffing needs.
18. Works collaboratively and communicates often with school nurses to support student health needs.
19. Assists the development, implementation and evaluation of district policy, academic programs, and services, as well as operational services as needed.
20. Assists in the preparation of the budget as related to district educational programs.
21. Prepares information and reports for the Board of Education and attends meetings as requested by the Superintendent of Schools.
22. Performs other tasks and duties as requested by the Superintendent of Schools.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

Performance of this position will be evaluated annually in accordance with the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

EVALUATION:

BOARD APPROVAL: