



## OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** SUPERINTENDENT OF SCHOOLS

**QUALIFICATIONS:**

1. Valid NJ School Administrator Certification or eligibility
2. Experience in teaching and school administration
3. An earned master's degree; preferably an earned doctor's degree
4. Demonstrated success with curriculum, personnel management and school finance
5. Strong leadership and communication skills
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**REPORTS TO:** Board of Education

**JOB GOAL:** To provide leadership, supervision and coordination of the total educational program within the district. To inspire, lead, guide and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each pupil enrolled in our district may be provided with a meaningful and personally rewarding education.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Board meeting activities
2. Policy matters
3. Goals and objectives
4. Personnel hiring and staffing
5. Curriculum development/implementation
6. In-service program development oversight
7. Public relations
8. Financial planning
9. Personnel evaluation
10. Plant management

**EXPLANATION OF MAJOR DUTIES AND RESPONSIBILITIES:**

1. Board Meeting Activities
  - a. Attends and participates in all meetings of the Board, except when his or her salary is being discussed, and serves as an ex-officio member of all Board committees.
  - b. Prepares and distributes in consultation with the Board President to each member of the Board, at least forty-eight hours before the established date and hour for meetings, an agenda listing items being considered for Board action.

- c. Makes appropriate recommendations on all matters under consideration, prior to vote of Board.
- d. Follows up on all Board inquiries.
- e. Implements or ascertains that Board action is implemented properly.

## 2. Policy Matters

- a. Interprets and implements Board policy for the district.
- b. Advises the Board of need for new or revised policy drafts and regulations for Board approval.
- c. Presents facts and explanations necessary to assist the Board in its policy decisions.
- d. Supervises the effective implementation of all constitutional or statutory laws, state regulations and Board policies.
- e. Exercises power and gives such instructions to school employees and pupils as may be necessary to implement Board policy.
- f. Acts on own discretion if action is necessary in any matter not covered by Board policy. Reports such action to the Board as soon as practicable and in consultation with the Policy Committee prepares draft policy for review and adoption by the Board.
- g. Is responsible for the efficient maintenance and dissemination of all district policy documents.
- h. Delegates, at own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties as needed, with the knowledge that the delegation of such power or duty does not relieve him or her of final responsibility for action taken under such delegation.

## 3. Goals and Objectives

- a. Formulates and directs the development of school and district objectives, plans and programs. Prepares and presents the facts and explanations necessary to the Board in making informed decisions concerning the approval of school and district objectives, plans and programs.
- b. Prepares, with the help of other members of the administration, effective district goals.
- c. Prepares with input from members of the administrative team, specific, attainable and measurable objectives to carry out these overall goals.

## 4. Personnel Hiring and Staffing

- a. Recommends for promotion, appointment or employment all employees of the Board; and assigns, transfers and recommends for dismissal any and all employees of the Board.
- b. Ensures that all qualified applicants, regardless of race, creed, color or place of residence, are fairly considered prior to final recommendation for employment.
- c. Provides for a system of maintenance of all applications for a period of six months to ensure an adequate pool of candidates when vacancies occur.

5. Curriculum Development/Implementation

- a. Attends professional meetings and reads current journals for the purpose of disseminating new educational information to the staff.
- b. Works closely with the principal and staff in establishing district workshops for the purpose of improving instruction and upgrading education on a district-wide basis.
- c. Recommends curriculum modifications and changes based on district needs assessment.
- d. Assist the principal in meeting individual school needs through development of in-service programs.
- e. Assists the principal with the establishment of pupil proficiencies for each grade level.
- f. Ensures that the annual basic skills report for all grade levels tested is reported to the Board.
- g. Supervises Pre K-9 curriculum to ensure continuity in the scope and sequence of curricular offerings.

6. In-service Program Development

Plans and presents effective in-service programs for the school.

7. Public Relations

- a. Represents the school before the public.
- b. Represents the school to other educational institutions.
- c. Maintains an effective public relations program so that the public is informed of school activities, successes and needs.
- d. When advisable, secures community input and participation in the implementation of the school's objectives and programs.

8. Financial Planning

- a. Directs the preparation of the annual budget for adoption by the Board.
- b. Administers the budget, as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
- c. Directs the principal in maintaining adequate records for the school including a system of financial accounts; business and property records; and personnel and scholarship records.
- d. Recommends, with the help of the School Business Administrator/Board Secretary, sales of all property no longer required by the Board, and supervises the proper execution of such sales.

9. Personnel Evaluation

- a. Conducts continuous evaluation of administrative, instructional and support staff.
- b. Upon requests, evaluates own performance for the Board.



## 10. Plant Management

- a. Make recommendations with reference to improvements, alterations and changes in the building and equipment of the district.
- b. Makes recommendations to the Board concerning transportation of pupils in accordance with the law and requirements of safety.
- c. Conducts a continuous evaluation of the physical needs of the district-owned property to ensure a proper educational environment for pupils of the district.
- d. Performs such other tasks as may be assigned by the Board.

### Duties Specified By Law

1. Reports to the Board of Education regarding educational program and facilities of the district. N.J.S.A. 18A:
2. Serves as nonvoting member of Board of Education. N.J.S.A. 18:17-20
3. Provides general supervision of the school. N.J.S.A. 18A: 17-20
4. Assumes supervision for instruction. N.J.A.C. 6:3-1.12(b)
5. Selects and recommends all textbooks, equipment, supplies and other educational materials for Board approval. N.J.A.C. 6:3-1.12 (f)
6. Reports to the Commissioner and County Superintendent on matters relating to school in a form directed by the Commissioner. N.J.A.C. 18A:17-21
7. Is responsible for discipline and conduct of schools. N .J.A.C. 6:3-1.12 (b)
8. Has authority to suspend staff. N.J.A.C. 18A:25-6
9. Has authority to appoint office personnel. N.J.A.C. 6:3-1.12 (d)
10. Has authority to nominate all employees. N.J.A.C. 6:8-3
11. Ascertains teacher certification. N.J.A.C. 6:3-1.12 (g)
12. Directs the development of policies and procedures to accomplish the evaluation of all tenured teaching staff members. N.J.A.C. 6:3-1.21

### **EVALUATION:**

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

### **DATE APPROVED:**

September 29, 2008