



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

ASSISTANT SUPERINTENDENT - ADMINISTRATIVE AND PUPIL SERVICES

QUALIFICATIONS:

1. Bachelor's Degree in Special Education, Master's Degree in Supervision, or Administration (required); advanced coursework/degree in area of job responsibility (preferred).
2. Valid teaching certificates and a minimum of five years' successful teaching experience.
3. Certification as School Administrator
4. Strong skills in communications, human relations and organization.
5. Extensive knowledge of federal and state law as well as judicial decisions relevant to special services department.
6. Successful completion of required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the board may find appropriate.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the superintendent of schools in the supervision of personnel, human resource responsibilities, development and maintenance of district policy and procedure, technology initiatives for administration and educational programs, affirmative action, administration of disability law and code through oversight of the Department of Special Services, and public relations.

A. MAJOR RESPONSIBILITIES:

1. District Personnel Administration and Supervision
2. Administration of Federal and State Reports (Application for State School Aid, Fall Report)
3. Coordination of the District's Technology Initiatives including Website development and maintenance
4. Oversight of the Department of Special Services
5. Supervises the District's School Health Program
6. School and Community Relations
7. Professional Development
8. Other assigned duties

B. PERFORMANCE DUTIES:

1. Personnel Administration and Supervision

- a. Assist the superintendent of schools in the supervision and evaluation of district personnel and in the operations of the schools pursuant to the identification of and the addressing of school administrative and staffing needs.
- b. Provide leadership for, and assist the superintendent of schools in, the supervision of building administrators in the development, staffing, implementation and evaluation of the staff.
- c. Assist in the development of district procedure and practices in employee evaluation and disciplinary matters as follows:
 - Develops and monitors guidelines, procedures, and timelines for staff evaluation
 - Provides administrators/supervisors with in-service training in the evaluation process and supervision techniques.
 - Provides lists of certified and classified employees scheduled for evaluation
 - Identifies the primary evaluators
 - Notifies supervisors in advance of classified employees approaching the end of their non-tenured period
 - Provides support in the development of plans for improvement
 - Develops and implements disciplinary procedures
 - Advises administrators and supervisors regarding letters of deficiency, reprimands and notifications of suspension
 - Provides support for grievances related to disciplinary actions taken as a result of the evaluation/supervision processes
 - Monitors adherence of administrators/supervisors to the district's employee evaluation process and philosophy
 - Provides support for notification of involuntary termination of employment
- d. Plan, direct, coordinate and participate in the recruitment of personnel and Interview and recommends to the Superintendent applicants for appointment to staff of the district's programs in cooperation with building principals as appropriate through the supervision of the following activities:
 - Creates and reviews job descriptions for each position in the district
 - Posts vacancies/place advertisements of openings and maintains lists of such
 - Recruits an adequate pool of applicants reflecting a cultural diversity of all segments of the citizenry
 - Maintains application files
 - Reviews and screens application files

- Interviews candidates for vacant positions: administrative, teacher, and support staff
- Conducts reference/background checks of previous employers
- Facilitates transfer requests and promotions
- Authorizes physical examinations when required
- Conducts criminal background records checks
- Authorizes employment or recommends to the board of education for approval of appointment
- Issues job offer letters to teacher candidates being recommended to the board of education
- Certifies step placement on salary schedule for new teachers and wage rates for new classified employees
- Issues individual contracts for teachers; issues letters of assignment for classified employees
- Provides an explanation of employee benefits and contract concerns to new employees (e.g., vacation, reimbursable leave, etc.)

2. Administration of Federal and State Compliance Requirements in employment practices.

- a. Address affirmative action complaints and situations involving staff and students as the district's Affirmative Action Officer and involves the Assistant Superintendent for Curriculum and Instruction (who handles issues of the instructional program).
- b. Plan, direct, coordinate and participate in ensuring compliance with all applicable Federal, State Law and code in cooperation with building principals, as appropriate through the supervision of the following activities:

- Oversees the district's compliance with Chapter I of the Americans with Disabilities Act
- Oversees individual ADA accommodation requests
- Oversees the notification and revision of the essential functions and requirements to perform the essential functions (ADA functional job analysis) for each job description
- Monitors human relations and EEOC complaints for the district
- Completes reports pertaining to personnel for federal, state and local governing body
- Oversees the district compliance with Federal/State Family and Medical Leave Act
- Oversees compliance with Federal Fair Labor Standards Act
- Oversees compliance with Federal Equal Opportunity Act and, the Civil Rights Act of 1964 (Title VII) and Civil Rights Act of 1991
- Oversees compliance with Immigration Reform and Control Act (1-9)
- Oversees compliance with state statute mandating conviction records checks

- Oversees compliance with state statute mandating physical examinations (T.B. tests) for school employees
- Informs persons terminating their employment of their rights under the Consolidation Omnibus Budget Reconciliation Act (COBRA) Title 10 I
- Oversees compliance with Drug Free Workplace requirements

3. Budget Development

- Develops/maintains staffing allocations per site or office for each labor unit
- Projects cost impact of wages and benefits for additional staffing each labor unit
- Develops and monitor student enrollment projections
- Develops projections for staffing needs
- Certifies salaries for certified employees (excluding administrators)
- Certifies wages for classified and unclassified employees
- Certifies the budget for co-curricular/extracurricular activity salaries
- Certifies the office of human resources budget
- Generates staffing, enrollment information and personnel related expenses for the preliminary and annual budget reports
- Projects cost savings of wages and benefits for reductions in personnel

4. Other Services

- Conducts new employee orientation and induction programs
- Reviews staff development programs (instructional/non-instructional)
- Completes reports pertaining to personnel functions for federal, state, and local authorities.
- Provides information/counsel to board of education, superintendent, administrators, etc.
- Develops and implements employee awards and recognition programs
- Provides personal counseling for employees
- Contracts for services from outside the district
- Provides information requested by the superintendent and board of education
- Develops/conducts employee and community opinion surveys
- Develops/distributes employee newsletter
- Develops/distributes an employee handbook outlining policies, procedures and benefits.
- Coordinates staff recognition programs
- Supervises district printing and copying services
- Develops plan to reduce costs
- Supervises district public relations services
- Supervises the HR support staff
- Oversees the creation and revision of job descriptions
- Facilitates exit interview process
- Develops plan for employee retention

- Oversees the District Employee Directory
- Reviews and updates district's applications and forms, personnel policies
- Provides handbooks and notices to comply with changing legal responsibilities (i.e., Equal Opportunity Employment Standards, ADA)
- Oversees pro-rating of reimbursable absence for teachers on unpaid leaves of absence
- Coordinates religious holiday reimbursable leave benefits
- Drafts text for news releases, employment opportunity brochures, etc.
- Performs all other tasks and assumes such other duties as designed by the superintendent.

5. Other Assigned Duties

- a. Coordinate the district's Nursing Services at the central office level.
- b. Oversees the operation of the Department of Special Services at the Central Office Level
- c. Oversees the Technology Department at the Central office level
- d. Oversees the District's public relations efforts and initiatives (referendum)
- e. Participates in a leadership role in the district administrative structure (i.e., Core Team) with the Superintendent, Assistant Superintendent for Curriculum and Instruction, or Building Principals.
- f. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.

4. Professional Development

- a. Keep informed about current research, trends, and development in the areas of Human Services, Information Management, Technology, Special Education and other areas within the spectrum of the responsibilities of this position.
- b. Participate in local, county, state, and national professional meetings, which are relevant to the needs of the Holmdel Township Public Schools and its programs in accordance with Board policy, district procedures and budgetary allocations for professional development.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board of Education.

EVALUATION: Performance of the position will be evaluated annually in accordance with the provisions of the Board of Education policy on Evaluation of Administrative Personnel.

SOURCE: Regular Board Meeting

DATE: July 19, 2000

REVISED: June 27, 2001