



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Valid N.J. School Administrator Certificate or eligibility
2. Central office, school administration and teaching experience
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Board of Education

SUPERVISES: All district employees

JOB GOAL: To inspire, lead, guide, and direct 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.

SCOPE OF RESPONSIBILITY: The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, 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 these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Instructional Leadership:

1. Maintains the quality of educational programs and services to students, and improves programs and services where necessary.
2. Studies and reviews with staff all curriculum guides and courses of study on a continuing basis. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
3. Encourages staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.

4. Provides for an annual assessment of student needs and achievement. Initiates program changes in light of this assessment.
5. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.
8. Ensures implementation of all board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
9. Provides for curriculum articulation among grades and schools in the district and (between) among constituent districts in a regional school system or sending-receiving agreement.

B. Personnel Administration:

1. Directs and supervises the administrative staff and through them all district staff.
2. Provides a role model as well as direction and supervision to the central district administrative staff in the development and implementation of sound personnel practices.
3. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all certified 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 annually in accordance with law and established procedures. Recommends professional employees for contract renewal and/or tenure appointment.
6. Recommends and implements the district's professional development plan.

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 strong emphasis on preventative maintenance and custodial care.
5. Searches continuously for alternatives in business management practices to achieve sound economies.
6. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

D. School/Community Relations:

1. Communicates with residents by interpreting programs and services, and reporting plans, events and activities of interest.
2. Maintains contact and good relations with local media.
3. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
4. Creates opportunities for residents to express their views regarding school-related matters.
5. Represents the school system and its interests in community organizations, activities and projects.
6. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
7. Presents the district's quality assurance report annually to the community by September 30 and submits a copy to the county superintendent by October 30.
8. Identifies available community resources and linkages to social service agencies that support education and healthy child development.

E. 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, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
4. Recommends drafts of new policies or changes to the board. 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 development in other districts or at state and national levels that would be helpful to the district.
8. 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.

F. Personal Qualities:

1. Communicates effectively with school and community audiences.
2. Maintains high standards of ethics, honesty, and integrity in both personal and professional matters.
3. Promotes participation of school personnel and community residents in decision making yet makes appropriate administrative decisions as necessary.
4. Serves as a role model and representative for the district.
5. Continues to grow professionally through reading, attendance at conferences and workshops, and participation in appropriate educational and community organizations.
6. Demonstrates interpersonal skills and a willingness to deal directly and openly with teachers, support staff, administrators, members of the board of education, students, parents, parent support organizations and residents.
7. Deals innovatively with situations arising in the school district.

TERMS OF EMPLOYMENT: Twelve months. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the board and the superintendent. Salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of the superintendent.

SOURCE: Regular Public Board meeting

DATE: January 26, 1994

Legal References:

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations

N.J.S.A. 18A:17-15 Appointment of superintendents

N.J.S.A. 18A:17-17 Qualifications

N.J.S.A. 18A:17-18 Full time required of superintendents

N.J.S.A. 18A:17-20 General powers and duties

N.J.S.A. 18A:17-21 Annual report to the commissioner

N.J.S.A. 18A:17-46 Annual report of acts of violence

N.J.A.C. 6:3-1.19 Supervision of instruction, observation and evaluation of nontenured teaching staff members

N.J.A.C. 6:3-1.21 Evaluation of tenured teaching staff members

N.J.A.C. 6:3-1.22 Evaluation of tenured and nontenured chief school administrators