

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

JOB GOAL: To serve as Chief School Administrative Officer (CSA) providing overall educational and administrative leadership to the school district and Board of Education.

QUALIFICATIONS: School Administrator Certificate
Valid NJ School Administrator Certificate or eligibility
Central office, school administration and teaching experience
Demonstrated success with curriculum, personnel management, school finance and strategic planning
Strong leadership and communication skills
Required criminal background check and proof of US citizenship or legal resident alien status

SUPERVISES: Assistant Superintendent Curriculum & Instruction
School Business Administrator
Director of Special Services
Director of Personnel/Employee Relations
Principals

PERFORMANCE RESPONSIBILITIES:

A. Organization for the Administration of the School System

1. Provides the administrative organization and structure plan of the district.
2. Prepares the administrative procedures for carrying out Board policy.
3. Delegates administrative assignments.
4. Recommends a policy and procedure for training and consideration for promotion of personnel with the district as well as recruiting from outside the district, to secure and retain a high quality administrative staff.
5. Provides communication between and among individuals and groups within the organizational structure.
6. Provides for purposeful participation of individuals and groups in the decision-making process within the organizational structure commensurate with appropriate levels of authority and responsibility.
7. Provides for effective periodic, systematic evaluation of the administrative and supervisory staff based on performance.

8. Provides for inservice of all members of the administrative and supervisory staff.
 9. Provides for adequate effective support services staffed by qualified personnel for inclusion in the organizational structure to facilitate the basic objective of the school system - the instruction of students - including:
 - a. business/financial
 - b. custodial/maintenance
 - c. clerical
 - d. transportation
 - e. pupil
 - f. service/paraprofessional
 10. Prepares and distributes agendas and background information for all meetings of the Board.
 11. Serves as an ex officio member of all special committees.
 12. Reports to the Board at least annually on instructional activities that have been carried out.
 13. Delegates to other designated personnel respective phases of the school program as she/he deems necessary.
 14. Performs all other duties which may be necessary to insure the proper functioning of the educational program of the district and which are incident to the position of district Superintendent of Schools and Chief Executive Officer of the Board of Education.
 15. Chairs Administrative Cabinet.
 16. Evaluates building principals and monitors evaluation of secondary assistant principals.
- B. The Educational Program - Curriculum and Instruction
1. Establishes a plan for the establishment, development and periodic review and appraisal of:
 - a. the educational desires and aspirations of the community
 - b. educational goals and priorities
 - c. program goals/development
 - d. performance objectives/standards/indicators/minimum requirements
 - e. needs assessment
 - f. process objectives (1. administrative; 2. support; 3. instructional)
 - g. cost factors
 - h. program evaluation
 2. Provides for a functional system for monitoring the effectiveness of educational programs.

3. Provides a systematic procedure for collecting and analyzing performance and process information to determine whether objectives and goals have been met.
4. Provides for redirection of the educational program where the outcomes indicate the need exists.
5. Provides for adequate provision for purposeful organized participation of staff, students and community members in planning, implementing and evaluating the educational program of the school system.
6. Establishes procedures for:
 - a. teaching of controversial issues
 - b. selection and retention of textbooks, instructional materials and equipment.
7. Provides for discussion and review of the educational program by the Board at the planning, implementation and evaluation stages.
8. Provides for keeping the Board and community informed on directions, needs, plans, achievements and inadequacies in the educational program.
9. Sees that research of trends in educational programs is carried out including the district-wide development, coordination, implementation and evaluation of pilot studies
10. Develops the educational program requirements under the administrative code for a thorough and efficient education.
11. Prepares district standards for achievement and minimum graduation requirements.
12. Directs the continuous appraisal and evaluation of the instructional program in terms of the district's goals and objectives.
13. Develops a plan to effect coordination of the instructional program between various grade levels and between elementary and secondary levels.
14. Provides for instructional processes appropriate to the individual learner.
15. Sees that alternative educational programs are available to students, including those for the handicapped and the gifted.

C. Staff Personnel Services

1. Develops staffing policies with consideration of the following:
 - a. enrollment trends
 - b. approved educational programs
 - c. approved support service needs and goals
 - d. legal and contractual requirements
2. Develops an organized program for recruitment of staff.
3. Directs a plan for screening qualifications of candidates according to established criteria for all positions, including interviews and visitations.
4. Directs an effective affirmative action plan for employment/contract practices.
5. Develops procedures for employee selection, orientation, assignment, accounting and termination.
6. Completes performance evaluations of administrative staff in accordance with statutory requirements and district procedures and guidelines.
7. May observe and evaluate other professional employees whenever a question arises among administrative staff concerning the awarding of a tenure contract.
8. Maintains an effective systematic program of employee supervision and evaluation.
9. Develops staff personnel policies and contractual provisions.
10. Develops appropriate performance standards for staff performance for all positions.
11. Provides a functional in-service program for all staff members.
12. Maintains adequate employee records in accordance with district needs and legal requirements.
13. Provides substitute services for short- and long-term absences of staff members.
14. Makes provision for administrative support and coordination of the negotiations process with employee groups.

D. School-Home/Community Relationships

1. Provides procedures to ensure joint educational planning and evaluation for students including:
 - a. parent-teacher conferences
 - b. report cards
 - c. pupil progress charts
 - d. parent visits to the school
2. Develops a plan for parent involvement in school activities.
3. Directs Board policy and administrative procedures so that student and parent access to the individual pupil's personnel records are followed.
4. Develops policy and administrative procedures on parent and student rights.
5. Develops procedures for gaining a high degree of community input on the operation of the schools and the educational program.
6. Sees that the responsibilities and roles of the home and school are clarified through an effective program of joint meetings on topics of mutual concern at the district and building level.
7. Sees that an affirmative action plan for school and classroom practices has been implemented and disseminated to parents and staff.
8. Develops a planned program to improve school-community relations.

E. Pupil Personnel Services

1. Supervises an effective organizational and operational plan for Basic Child Study Team services.
2. Develops a comprehensive Plan for Identification of Handicapped Students.
3. Sees that effective placement and follow-up of handicapped students are carried out.
4. Develops procedures for keeping student records and maintaining their confidentiality.
5. Develops appropriate instructional programs for children classified as handicapped including in-district, out-of-district, supplemental and home instruction.
6. Develops effective procedures for maintaining students' and parents' rights.
7. Supervises a sequential and comprehensive special education curriculum.

8. Develops appropriate instructional facilities and resources for students in the special education program.
9. Provides educational opportunities for exceptionally gifted and talented students.
10. Provides effective speech correction services for instruments.
11. Provides appropriate guidance and counseling services for students.
12. Provides appropriate health services for students.
13. Maintains effective liaison with community agencies.
14. Directs statutory requirements for Pupil Personnel Services and Special Education.
15. Directs effective planned evaluation of Pupil Personnel Services.

F. School Plant Planning and Management

1. Sees that school plants are effectively and efficiently utilized by staff.
2. Sees that school plants are well maintained by the staff.
3. Directs an effective planned program of preventive maintenance of facilities.
4. Supervises a master plan for providing adequate facilities and sites.
5. Sees that provision has been made for adequate safety and security requirements for all facilities.
6. Directs effective planned evaluation of Plant Maintenance Services.

G. Business and Financial Management

1. Sees that the business functions of the district are efficiently and effectively managed.
 - a. The purchase and delivery of supplies is efficient and provides materials for administration, instruction and support services when needed.
 - b. Accounting procedures conform with sound accounting practices and Board policy.
 - c. Control over expenditures is safeguarded.
2. Directs management of the business affairs in the district towards service rather than controlling the instructional program,

3. Plans the budget in terms of educational priorities in accordance with statutory requirements.
4. Maintains district reserves for contingencies.
5. Recommends expenditures for unbudgeted items and transfer of finds.
6. Supervises an adequate insurance program.
7. Prepares the budget for the Board and public in a manner which promotes its understanding.
8. Sees that full use of staff members is made in developing pertinent budget items.
9. Develops priorities with the Board on various budget items and amounts.
10. Provides monthly reports for the Board of the operating budget accounts.

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