

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

- School Administrator Certificate or eligibility
- Five years successful experience as a principal and/or central office administrator
- Knowledge of New Jersey Law, Administrative Code, rules, regulations and procedures
- Demonstrated knowledge of curriculum content, strategies and current trends
- Ability to coordinate and plan staff development for a PreK-12 school district
- Demonstrated effectiveness in administration and supervision
- Strong leadership and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Director of Student Support Services, Director of Curriculum, Principals, and all other professional and support staff assigned by the Superintendent.

JOB GOAL:

To assist the Superintendent in the administration of the school district and provide leadership to the professional staff in planning, implementing and evaluating a modern curriculum and successful instructional program within the school district.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Superintendent in the day to day operation of the school district.
2. Provide leadership, articulation and expertise in the development, coordination and implementation of the K-12 curriculum.
3. Plan staff development for all professional and paraprofessional employees based upon the needs of the district.
4. Study, evaluate, and, as appropriate, recommend to the Superintendent the adoption of new instructional materials, methods and programs.
5. Provide leadership in the development of the K-12 instructional program and achievement of state student learning standards and district goals and objectives.
6. Recommend to the Superintendent new courses, grade placements and credit allowances, and graduation requirements.
7. Schedule and organize grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the district.
8. Coordinate the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommend those selected to the Superintendent for adoption by the board of education.
9. Monitor and communicate trends, benchmarks and comparison data in the areas of curriculum, instruction, assessment and improvement activities.
10. Assist school personnel in analyzing data for continuous improvement of student achievement.
11. Evaluate the operation of the schools and make recommendations to the Superintendent for needed improvements and/or policy changes.
12. Assume responsibility for the administration of the district in the absence of the Superintendent.
13. Provide direct supervision over all school programs.

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14. Assist in the preparation/administration of the district's budget.
15. Provide leadership in the collaboration between and the coordination of regular education and special education services and programs.
16. Serve as representative for Superintendent on the Instructional Council and other meetings as requested.
17. Oversee the planning and coordination of the district's in-service programs.
18. Collaborate with principals and supervisors in regard to instructional programs, use of instructional materials and teacher evaluation.
19. Plan, coordinate and evaluate the District Educational Improvement Plan and oversee the principal/building IEP's.
20. Coordinate state monitoring activities.
21. Prepare the QSAC Report.
22. Coordinate the development of the Consolidated Grant.
23. Coordinate a comprehensive testing program and present results in a report to the Superintendent.
24. Adjudicate parental appeals of the school site administrative decisions.
25. Chair the district Discipline Committee.
26. Recommend and prepare drafts of needed school board policies and administrative regulations and procedures for superintendent review and for possible board action.
27. Supervise school enrollments and assignments to elementary buildings.
28. Review, monitor and approve all field trips as to their instructional value.
29. Coordinate staff level activities/programs.
30. Assume responsibility for own professional growth, etc.
31. Perform other related duties as required by the position or assigned by the Superintendent.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 1/29/2014

Revised: 2/24/2021