

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

- Valid New Jersey School Administrator Certificate or eligibility
- Eight 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: Board of Education

SUPERVISES: All employees of the District

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board, except when own appointment, efficiency, contract or salary is being considered, and serves as an ex-officio member of all Board committees.
2. Advises the Board of need for new or revised policy and prepares policy drafts for Board approval.
3. Implements and executes all Board policies, constitutional or statutory laws, and state regulations.
4. Administers as Chief School Administrator, the development and maintenance of a positive educational program designed to meet the needs of the community and is alert to advances and improvements in educational programs.
5. Formulates and directs the development and implementation of a Board authorized management plan.
6. Delegates authority or duties with the knowledge that it does not relieve the Chief School Administrator of final responsibility for the action taken under such delegation.
7. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
8. 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.
9. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
10. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
11. Represents the District in its dealings with other school systems.
12. Assumes ultimate administrative responsibility for the health, safety, welfare, discipline, assignment, promotion and retention of all students.
13. Makes recommendations to the Board concerning transportation of students in accordance with the law and the requirements of safety.
14. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites, the location and size of new buildings on school sites; the plans for

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- new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
15. Keeps the Board fully and accurately informed about the school programs.
 16. Keeps the Board fully and accurately informed about the needs of the school system.
 17. Presents analysis and professional recommendations on all problems and issues considered by the Board.
 18. Develops and maintains an adequate program of school community relations.
 19. Coordinates State monitoring activities.
 20. Plans, coordinates and evaluates the District Educational Improvement Plan (EIP) and oversees the principal/building EIP's.
 21. Oversees the development and implementation of a comprehensive long-term community relations program.
 22. Actively participates in the negotiations process with all bargaining units.
 23. Performs such other tasks as may from time to time be assigned by the Board.

Duties Specified by Law:

1. Report to the Board of Education re: educational program and facilities of district. N.J.S.A. 18A:17-20
2. Serve as non-voting member of Board of Education. N.J.S.A. 18A:17-20
3. Provide general supervision of district schools. N.J.S.A. 18A:17-20
4. Assume supervision for district instruction. N.J.A.C. 6:3-1.12(b)
5. Select and recommend all textbooks, equipment supplies, and other educational materials for board approval. N.J.A.C. 6:3-1.12(a)
6. Visit district schools to keep informed of their condition and progress. N.J.A.C. 6:3-1.12(a).
7. Report to the Commissioner and County Superintendent on or before August 1 of each year on matters relating to District schools in a form directed by the Commissioner. N.J.S.A. 18a:17-21.
8. Be responsible for discipline and conduct of schools. N.J.A.C. 6:3-1.12(b).
9. Authority to suspend staff. N.J.S.A. 18A:25-6.
10. Authority to appoint office personnel. N.J.A.C. 6:3-1.12(d).
11. Authority to nominate Assistant Superintendent. N.J.A.C. 6:3-1.12 (c)
12. Ascertain teacher certification. N.J.A.C. 6:3-1.12(g)
13. May serve as high school principal. N.J.A.C. 6:27-1.6(b)
14. Direct the development of policies and procedures to accomplish the evaluation of all tenured teaching staff members. N.J.A.C. 6:3-1.21

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated with 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: 10/5/1999

Revised: 3/17/2008

2/22/2023