

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

EXHIBIT NO. XII A:1

**ASSISTANT SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:**

- School Administrator Certificate or eligibility in the State of NJ
- Minimum five years of teaching experience
- Masters Degree and a minimum of 10 years of experience as a school administrator, with at least five years of Central Office experience
- Knowledge of New Jersey Law, Administrative Code, rules, regulations and procedures
- Demonstrated effectiveness in administration and supervision
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and supervisor of programs and staff
- Strong leadership and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Directors, Supervisors, 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 all district programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the Superintendent in the day-to-day operation of the school district.
2. Evaluate the operation of the schools and make recommendations to the Superintendent for needed improvements and/or policy changes.
3. Assume responsibility for the administration of the district in the absence of the Superintendent.
4. Provide direct supervision over all school programs.
5. Coordinate state monitoring activities and preparation of district reports.
6. Adjudicate parental appeals of the school site administrative decisions.
7. Recommend and prepare drafts of needed school board policies and administrative regulations and procedures for superintendent review and for possible board action.
8. Supervise school enrollments and assignments to elementary buildings.
9. Review, monitor and approve all field trips as to their instructional value.
10. Assume responsibility for own professional growth, etc.
11. Provide leadership to promote the understanding of the education objectives of the district.
12. Work with administrators and faculty in coordinating appropriate grade-level and department meetings as well as special committees in order to facilitate horizontal and vertical continuity and articulation of programs district-wide.
13. Assist the Superintendent and work with appropriate district personnel in the development of district policies and regulations for the implementation of the instructional program and ensures the correct and consistent implementation of policies and regulations.
14. Provide leadership in the development and implementation of the evaluation instrument for personnel (principals, supervisor(s), and teachers).
15. Provide leadership in the mentoring of professional staff.

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16. Oversee the recruitment and hiring process of professional staff.
17. Serve as coordinator of the district's student-teacher/practice-teacher programs.
18. Serve as coordinator of the district's alternate route and teacher-mentor programs.
19. Provide leadership in assessing the needs and plans professional development programming for administrative and instructional staff district-wide.
20. Encourages the exchange of ideas among professional staff.
21. Assist the Superintendent, School Business Administrator, Principals, and Supervisors in the development and coordination of the budget. Expends school funds efficiently, keeping accurate financial records, and follow appropriate accounting procedures.
22. Share responsibility for the safety and administration of school facilities.
23. Reports to the Superintendent regarding the needs of the district with respect to personnel educational equipment, supplies, and educational programming.
24. 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.

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Signature

Date

Approved: 1/29/2014

Revised: 2/24/2021