SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SUPERINTENDENT/PRINCIPAL

QUALIFICATIONS:
1. Valid New Jersey School Administrator Certificate or eligibility.
2. An earned master’s degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Central office, school administration and teaching experience as determined by the Board.
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Board of Education

SUPERVISES: Every district employee

JOB GOAL: As Superintendent, 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 and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste so that each student enrolled in the district may be provided with an appropriate and effective education.

As building Principal, to provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the achievement of the Sussex-Wantage Regional School District’s Mission Statement.

PERFORMANCE RESPONSIBILITIES:

Superintendent Responsibilities

Instructional Leadership

Page 1 of 11
1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.

2. Ensures that the goals of the school system are reflected in its educational program and operations.

3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.

4. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board adopted evaluation schedule. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.

5. Ensures implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.

6. 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.

7. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.

8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.

9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

10. Seeks out available sources for grant funding to support programs and projects.

11. Keeps professionally current and informed on research-based educational practices.

12. Reports to the Board of Education regarding educational programs and facilities of the district.
Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.

2. Directs and supervises the administrative staff and through them all district staff.

3. Develops recruitment and retention procedures to assure well qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the Board.

4. Ensures that all staff are appropriately certified and are observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.

5. Monitors the implementation of the evaluation system for certified and noncertified staff. Ensures that proper procedures are followed in the suspension and increment-withholding processes.

6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.

7. Supervises administration of collective bargaining agreements.

8. Recommends and implements the district's professional development plan.

9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management

1. Ensures that the budget implements the district’s goals.

2. Ensures implementation of Board financial policies and district procedures. Provides direction to and supervision of school
business functions. Encourages development and implementation of sound business practices.

3. Initiates and supervises the development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community.

4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.

5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.

6. Continually assesses business management practices to achieve efficiency.

7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.

2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.

3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the Board.

4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.

5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a Board-approved program of guidance and counseling services.

7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.

2. Presents the district's quality assurance report annually to the community at a regular Board of Education meeting by October 30 and submits a copy to the executive county superintendent by November 15.

3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.

4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

5. Maintains contact and good relations with local media.

6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.

7. Represents the school system and its interests in community organizations, activities and projects.

Board Responsibilities

1. Provides leadership in the implementation of the district’s vision, mission, and goals.

2. Serves as a non-voting member of the Board of Education and a non-voting ex-officio member of all committees created by the Board, to participate in discussions and serve as a resource. The Superintendent will not count toward the quorum of the committee.
3. Prepares and recommends short and long range plans for Board approval and implements those plans when approved.

4. 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.

5. Knows Board policy and respects the policymaking authority and responsibility of the Board.

6. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies.

7. Collects adequate and reliable information before making recommendations and decisions.

8. 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.

9. Provides a communication system to keep the Board informed of district issues and critical information needed for decision-making.

10. Anticipates potential problems. Recommends policies or courses of staff action.

11. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.

12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

13. 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.

14. Advises the Board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for Board members and the annual
distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Policy Development

1. As Chief School Administrator, carries out the policies of the Board.

2. Advises the Board of the need for new, revised or deleted policies and prepares policy drafts for Board approval.

3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and Board policies.

4. Makes such rules, procedures/guidelines and forms and gives such instructions to school employees and students as may be necessary to implement Board policy.

5. Supervises the efficient maintenance and dissemination of all Board of Education policy documents.

6. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the Board.

Building Principal Responsibilities

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code and Board policies and regulations.

2. Exercises leadership in school-level planning for improvement of instruction.

3. Establishes and maintains an effective learning climate in the school.

4. Keeps stakeholders informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the District.
Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.

2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.

3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.

2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.

3. Conducts staff meetings as necessary for the proper functioning of the school.

Office management and administrative efficiency

1. Prepares and submits the school’s budget requests and monitors the expenditure of funds.

2. Establishes and maintains an efficient office system to support the administrative functions of the school.

3. Ensures the safekeeping of student and personnel files and other confidential records and documents, and the destruction of public records in accordance with law and regulations.

4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.

5. Prepares or supervises the preparation of all reports, records and other
paperwork required or appropriate to the school's administration.

6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

**Scheduling**

1. Develops, creates, and maintains a master schedule for the academic, extracurricular programs.

2. Works cooperatively with the Business Administrator to schedule community use of the school building and grounds.

3. Approves the master teaching schedule and classroom assignments.

4. Plans, schedules and supervises safety, fire and other emergency drills as required by law and Board policy.

**Contact with students**

1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.

2. Supervises dismissal.

3. Interacts appropriately with students during the school day.

4. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board policy and the students' rights to due process.

5. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

**Contact with Parents, Guardians, and the local community**

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.

2. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.

3. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community
participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.

4. Notifies immediately the parent or guardian and the Chief School Administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

**Implements policies that are adopted by the school Board**

1. Stays familiar with the policy manual as adopted and updated by the School Board, implements the policies, and reports to the Board via the Superintendent on policies that may need to be modified in order to improve student achievement.

2. Specifically, for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school Principal will include:

   a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

   b. The Principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and

   c. All acts of harassment, intimidation, or bullying shall be reported in writing to the School Principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

**Other**

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.

2. Performs other duties which may be assigned or required by law, code,
regulation or Board policy.

TERMS OF EMPLOYMENT:

Twelve months; Serves in accordance with the terms of the contract between the Board. Salary to be determined by the Board, with approval by the Executive County Superintendent consistent with NJDOE regulations.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually by July 1 in accordance with NJ State law and the provisions of the Board's policy on evaluation of the Superintendent.

DATE APPROVED: