

Central Office Administration

TITLE: COMBINATION SUPERINTENDENT (CHIEF SCHOOL ADMINISTRATOR) and SCHOOL PRINCIPAL***QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility
2. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement; central office, school administration and teaching experience as determined by the board
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Board of Education**SUPERVISES:** Every district employee**JOB GOAL:**

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. To provide leadership and managerial oversight to the instructional program and school operations, so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF RESPONSIBILITY:

Leadership and management responsibilities of the superintendent/principal shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. Due to the combined functions of this position, the superintendent/principal may, with board approval, delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

* Superintendent and school principal are two distinct positions. Combining the two positions into one job description should not, however, mislead the public or board members about the fact that two separate jobs are being done by one person.

PERFORMANCE RESPONSIBILITIES:Instructional Leadership

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.

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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 the New Jersey Student Learning 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. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
12. Exercises leadership in school-level planning for improvement of instruction.
13. Establishes and maintains an effective learning climate in the school.
14. Keeps professionally current and informed on research-based educational practices.
15. Plans, organizes and supervises all curricular and extracurricular activities.
16. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
17. Prepares and submits the school's budget requests and monitors the expenditure of funds.
18. Establishes and maintains an efficient office system to support the administrative functions of the school.
19. 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.
20. Approves the master teaching schedule and classroom assignments.
21. Conducts staff meetings as necessary for the proper functioning of the school.
22. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.

Personnel Administration

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

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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 is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
6. Recommends and implements the district's professional development plan.
7. Ensures that all teaching staff members fulfill continuing professional development and receive inservice 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 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.

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7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.
8. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
9. Notifies immediately the parent or guardian and the appropriate personnel 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.
10. Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
11. Plans and supervises fire and other emergency drills as required by law and board policy.
12. Develops and maintains a master schedule for the academic and extracurricular programs; works cooperatively with the business administrator to schedule community use of the school building and grounds.
13. Attends special events held to recognize student achievement, and other school-sponsored activities and functions.
14. Ensures the proper collection, safekeeping, and accounting of school activity funds.

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 QSAC 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.

Superintendent-Board Responsibilities

1. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
2. 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.
3. Knows board policy and respects the policymaking authority and responsibility of the board.
4. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
5. Collects adequate and reliable information before making recommendations and decisions.

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6. 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.
7. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
8. Anticipates potential problems. Recommends policies or courses of staff action.
9. Keeps the board informed regarding developments in other districts or at state and national levels that would be helpful to the district.
10. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
11. 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.
12. Advises the board of its responsibilities under the School Code of Ethics Act;
13. 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.

TERMS OF EMPLOYMENT:

Twelve months. Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the board and the superintendent/principal; Salary to be determined by the board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the board's policy on evaluation of the superintendent.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1f-19 <u>et seq.</u>	School Integrated Pest Management Act
<u>N.J.S.A.</u> 18A:6- 7.1to 7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:7A-10	Evaluation of performance of each school
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A.</u> 18A:7A-14.3 to 14.5	Alternate program of evaluation and monitoring
<u>N.J.S.A.</u> 18A:7E	School report card and efficiency programs
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:12-21	School Ethics Act
<u>N.J.S.A.</u> 18A:12-24	School officials; prohibited conduct
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-1.3	Notification of dismissal for cause of non-tenured certificated employee
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement

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<u>N.J.S.A.</u> 18A:17-15 to 21	Appointment of superintendents; terms
<u>N.J.S.A.</u> 18A:17-24.1 to 24.9	Superintendents and school business administrators shared by two or more districts; approval
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required
<u>N.J.S.A.</u> 18A:26-10	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal, or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-9	Reduction of Force
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:36-24 <u>et seq.</u>	Missing and abused children
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 34:5A	N. J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire drills and fire protection
<u>N.J.S.A.</u> 18A:46-5.1	Basic child study team services
<u>N.J.S.A.</u> 52:17B-9.8c <u>et al</u>	Missing child defined; marking of missing child's record; notification of 9.8a, - requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B	State board of examiners
See particularly	
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-11	Requirements for administrative certification
<u>N.J.A.C.</u> 6A:9C	Professional development for teaching staff members and school leaders
See particularly	
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:10-2	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:15	Bilingual education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Education of homeless children and students in state facilities
<u>N.J.A.C.</u> 6A:23	Finance and business services

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<u>N.J.A.C. 6A:23A</u>	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Educational facilities; long range facilities plan
<u>N.J.A.C. 6A:26-3</u>	Educational facilities; capital project review
<u>N.J.A.C. 6A:27</u>	Transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts (NJQSAC)
<u>N.J.A.C. 6A:32</u>	School district operations
See particularly:	
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for school board members and charter school board of trustee members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-12</u>	Student behavior
<u>N.J.A.C. 12:100-4.2</u>	Occupational Safety & Health Standards Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.,

Manual for the Evaluation of Local School Districts

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450