

Assistant Superintendent of Schools

The Assistant Superintendent, under the direction and supervision of the Superintendent of Schools, shall have the following duties:

1. The Assistant Superintendent shall have line authority over the total educational program.
2. During the absence of the Superintendent, the Assistant Superintendent shall represent the Superintendent and act for the Superintendent in all matters pertinent to education.
3. The Assistant Superintendent shall be directly responsible for curriculum and instruction K-12, and as such, shall have authority to delegate responsibility and issue directives to professional staff personnel relative to matters pertinent to the program of instruction.
4. The Assistant Superintendent shall assist in the selection, evaluation, reappointment, transfer, and dismissal of all educational personnel.
5. The Assistant Superintendent shall have general supervision of all special services including audio-visual, guidance, physical education, art, library sciences, and health services.
6. The Assistant Superintendent shall assist in the preparation of budget materials relative to the instructional program.
7. The Assistant Superintendent shall receive and process requisitions to be forwarded to the Superintendent for all office equipment, supplies, and textbooks within budget limitations.
8. The Assistant Superintendent shall assist, visit, and work directly with principals, supervisors, department chairmen, teachers, and lay committees on the continuous program of curriculum improvement.
9. The Assistant Superintendent shall prepare and present periodic reports on the instructional program to the Board of Education.
10. The Assistant Superintendent shall develop and coordinate an in-service education program for all professional staff personnel.
11. The Assistant Superintendent shall, in cooperation with principals and other staff personnel, develop a program that will interpret the educational program for the entire community.
12. The Assistant Superintendent shall establish procedures with all staff personnel to study innovative approaches to education.

13. The Assistant Superintendent shall be responsible for the development of a public relations program that will include the preparation of newspaper releases, periodicals emanating from the Board of Education, the Nutley School Newsletter, and other forms of communication to the public.
14. The Assistant Superintendent shall be a member of the Superintendent's Administrative Council and participate in meetings involving principals and staff members. In the absence of the Superintendent, the Assistant Superintendent will serve as chairman of the Council.
15. The Assistant Superintendent shall be responsible for all other duties assigned to him by the Superintendent.

Rules and Regulations:  
June 26, 1974

Chief Custodian

1. Study methods used in routine cleaning operations, and suggest changes which would improve performance.
2. Study distribution of work among present personnel and recommend changes to reduce inequities.
3. Organize and conduct in-service training programs on a regular basis.
4. Evaluate the variety of custodial products now in use, with a view toward more standardization.
5. Interview custodial supply salesmen, and evaluate new products by experimentation under controlled conditions.
6. Check custodial supply inventories to forestall wasteful accumulation and stagnation.
7. Inspect buildings on a regular basis for cleanliness.
8. Keep records of periodic operations, such as cleaning of boiler tubes, chemical treatment of boiler water, cleaning of univent filters, lubrication of motors, draining of compressors, checking of safety valves, refilling of fire extinguishers, checking of fire hoses, etc.
9. Secure substitute custodians when necessary.
10. Participate in evaluation of custodians.
11. Coordinate district-wide use of specialized items of custodial equipment.
12. Coordinate the ordering of custodial uniforms.
13. Assist Secretary-Business Administrator in the preparation of custodial supply bid list.
14. Assist in interviewing applicants for custodial vacancies.

Dated:  
June 26, 1974