

NUTLEY PUBLIC SCHOOLS  
Nutley, New Jersey

SCHEDULE D

TITLE: SUPERINTENDENT

QUALIFICATIONS:

1. New Jersey School Administrator Certificate or eligibility
2. School administration and teaching experience
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Pre-employment physical examination

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 standards of excellence, so that each student enrolled in the district may be provided with appropriate and effective education.

SCOPE OF RESPONSIBILITY: The management responsibilities of the superintendent 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. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## I. PERFORMANCE RESPONSIBILITIES

### A. Instructional leadership

1. Maintains the quality of educational programs and services to students and improves programs and services where necessary. Ensures that a system of thorough and efficient education, as defined in state law and code, is available to all students.
2. Studies and reviews with staff, all curriculum guides and courses of study on a continuing basis. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
3. Ensures implementation of all board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
4. Provides for curriculum articulation among grades and schools in the district.
5. Encourages staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
6. Provides for an annual assessment of student needs and achievement. Initiates program changes with respect to this assessment.
7. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
8. Seeks available sources for grant funding to support programs and projects.
9. Ensures that the goals of the school system are adequately reflected in its educational program and operations. Submit the district's schools' objectives to the county superintendent for review and approval.

### B. Personnel Administration

1. Directs and supervises the administrative staff and through them all district staff.
2. Provides direction and supervision to the central district administrative staff in the development and implementation of effective personnel practices.

3. Develops recruitment procedures to assure well-qualified applicants for professional and paraprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all staff to the board.
4. Provides for orientation and induction for all new personnel.
5. Provides direction and serves as resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
6. Ensures that all staff is evaluated annually in accordance with established procedures. Recommends professional employees for contract renewal and/or tenure appointment.
7. Recommends and implements the district's professional development plan.

C. Financial Management

1. Provides oversight and is responsible for all district financial operations.
2. 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 in accordance with district-established goals and objectives. Provides for staff input. Recommends budget and budget priorities for board approval.
4. Ensures that the district has long-range financial and facility improvement plans. Updates and implements plans annually.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
6. Initiates alternatives in business management practices to achieve economies.
7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

D. 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. Oversees the operation of the district's pupil assistance committee(s); approves procedures and submits an annual report on their functioning.
3. Plans for non-public school nursing services which may be made available pursuant to law and submits an annual written report to the county superintendent.
4. Develops and implements required policies and procedures related to the reporting of allegations of child abuse and neglect.

E. 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 educational issues.
2. Presents the district Quality Assurance Report annually to the community by September 30 and submits a copy to the county superintendent by October 30.
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 effective relations with local media.
6. Ensures that district interest 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.

F. Superintendent:

1. Provides leadership in identification of priorities and assures that all activities reflect those board-established priorities.

2. Prepares and recommends short and long-range plans for board approval and implements those plans when approved.
3. 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.
4. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
5. 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.
6. Keeps board informed regarding related educational development in regional and national levels that would be helpful to the district.
7. 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.

II. Terms of Employment:

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

III. Evaluation

Performance of this job will be evaluated annually in accordance with statute and the board's policy on evaluation of the superintendent.

Legal References:

<u>N.J.S.A. 18A:7A-1 et seq.</u>	Public School Education Act of 1975
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations
<u>N.J.S.A. 18A:17-15</u>	Appointment of superintendents
<u>N.J.S.A. 18A:17-17</u>	Certificate required
<u>N.J.S.A. 18A:17-18</u>	Full time required of superintendents
<u>N.J.S.A. 18A:17-20</u>	General powers and duties
<u>N.J.S.A. 18A:17-21</u>	Annual report to the commissioner
<u>N.J.S.A. 18A:17-46</u>	Annual report of acts of violence

<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C. 6:3-2.2</u>	Annual evaluation of tenured and nontenured chief school administrators
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction, observation and evaluation of nontenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:3-6.1</u>	Pupil records
<u>N.J.A.C. 6:3-8.1</u>	Provisions for the education of homeless children and youth
<u>N.J.A.C. 6:3-9.1 et seq.</u>	School ethics commission
<u>N.J.A.C. 6:8-1.1 et seq.</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:20-2A.1 et seq.</u>	Accounting in local school districts
<u>N.J.A.C. 6:26-1.1 et seq.</u>	Intervention and referral services for general education pupils
<u>N.J.A.C. 6:28-1.1 et seq.</u>	Special education
<u>N.J.A.C. 6:29-1.1 et seq.</u>	Health, safety and physical education
<u>N.J.A.C. 6:29-9.1, -9.2</u>	Reporting of allegations of child abuse and neglect
<u>N.J.A.C. 6:30-1.1 et seq.</u>	Evaluation
<u>N.J.A.C. 8:59-11.1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

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

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Act, 20 U.S.C.A. Section 1400 et seq.

Manual for the Evaluation of Local School Districts (P.T.M. No. 1180.00, Revised August 1993)

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

Dated:  
April 15, 1996