

Assistant Superintendent for Administration

JOB DESCRIPTION

POSITION TITLE Assistant Superintendent for Administration

MINIMUM School Administrator Certificate; Masters Degree QUALIFICATIONS required; experience as a School Administrator or Supervisor in a school district.

REPORTS TO Superintendent of Schools

JOB GOAL(S) To effectively supervise the Office of Human Resources in recruiting, employing and maintaining personnel activities and records management; to serve as the District's Affirmative action Officer and Section 504 Compliance and Hearing Officer; to be the District's Compliance and Hearing Officer for federal mandates such as Title VI, Title VII and Title IX; to develop District policies and administrative regulations; and to supervise the efficient operation of the School District's Data Center.

JOB RESPONSIBILITY The primary responsibilities of the Assistant

AND AUTHORITY Superintendent will be to assist the Superintendent in administrative tasks regarding Human Resources, Data Center operations, Affirmative Action, Section 504 and Titles VI, VII and IX regulations. In addition, the development of policies and regulations governing the district's operations will be an important aspect of the position. Primary responsibilities include the following.

PRIMARY RESPONSIBILITIES

1. To provide direct oversight of the systems and operations of the Office of Human Resources.
2. To supervise and evaluate the work of the Coordinator of Human Resources and the office staff.
3. To serve as the District's Affirmative Action Officer and ensure that the district complies with regulations required under N.J.A.C. 6:4.
4. To function as the District's Compliance and Hearing Officer in all activities required in accordance with federal mandates, such as Section 504, Title VI, Title VII and Title IX.
5. To establish policies and administrative regulations with the Policy Committee of the Board of Education, as directed by the Superintendent.
6. To develop and maintain ongoing relationships and partnerships with professional staff.
7. To ensure District compliance with Board policies and regulations required under N.J.A.C. 6:3 by providing oversight of administrators, directors and supervisors responsible for completing observations and evaluations of staff members.
8. To ensure an effective substitute teacher service so that instructional efforts are not interrupted.
9. To provide oversight for the development, compilation and maintenance of an up-to-date, comprehensive set of job descriptions.
10. To serve as a resource person to administrators and supervisors in the systematic recruiting, employing and evaluating of staff members.
11. To publish a Human Resource Department Newsletter for the purpose of keeping staff informed about personnel matters and organizational team building.
12. To provide direct oversight of the systems and operations of the District's Data Center located at Columbia High School.
13. To supervise the work of the Data Processing Manager and the staff of the Data Center.
14. To assist the Superintendent in conforming to the requirements of agreements with ASCA and SOMEA and to assist in the research and development of negotiation strategies.
15. To provide oversight of the district's participation as a member of the New Jersey Network for Educational Research through the Montclair State University Center of Pedagogy.
16. To perform all other duties and assignments as designated by the Superintendent.

WORKING To maintain effective relationships with teachers,

RELATIONSHIPS administrators, supervisors, support staff members,

OF THE POSITION parents, students and the community at large.

TERMS OF EMPLOYMENT 12 Months

Salary to be determined by the Board