

Assistant Superintendent for Curriculum and Instruction

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 effectively supervise the Registration Office; 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.

JOB RESPONSIBILITY The primary responsibilities of the Assistant

AND AUTHORITY Superintendent will be to assist the Superintendent in administrative tasks regarding Human Resources, Registration, Affirmative Action, Section 504 and Titles VI, VII and IX regulations. Primary responsibilities include the following.

PRIMARY RESPONSIBILITIES

1. To provide direct oversight of the systems and operations of the Office of Human Resources.
 - a. Ensure the timely posting of vacancies and the hiring of all new employees with proper placement on the salary guide
 - b. Oversee the induction of new teachers
 - c. Oversee the mentoring of new teachers
 - d. Serve as a resource person to administrators and supervisors in the systematic recruiting, employing and evaluating of staff members, especially non-performers
 - e. Oversee the preparation of all personnel related resolutions for the board of education
 - f. Serve as the key source of information for responding, through the Superintendent, to all board member personnel related inquiries
 - g. Brief the Superintendent on all level 3 grievances and develop recommendations for resolution
 - h. Review and update job descriptions of all staff as appropriate
2. To supervise and evaluate the work of the Coordinator of Human Resources, the District Registrar, and other support 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 provide direct oversight of the Office of Registration and to serve as the administrator in charge of resolving registration disputes in the first instance.
 - a. Ensure smooth board hearings on residency issues
 - b. Prepare regular reports on residency issues and follow-up
 - c. Field all requests for student transfers and make recommendations to the Superintendent for placement
 - d. Oversee early registration for kindergarten, with a March 1st notification deadline to all parents
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.
 - a. Implement an evaluation system which ensures inter-rater reliability and uses standards reflective of current research that are inclusive of measures of student achievement and growth to the extent possible

- b. Recommend an effective reporting structure and workload distribution between principals and supervisors at all levels in completing evaluations
 - c. Enhance quality control through the strategic review of personnel files, observation reports, and annual evaluations and provide regular, systematic feedback to evaluators and the superintendent
 - d. Implement a process for board review and approval of personnel
 - e. Assist the Superintendent in all Donaldson hearings
8. To ensure an effective substitute teacher service so that instructional efforts are not interrupted.
9. To assist the Superintendent in conforming to the requirements of the agreements with ASCA and SOMEA and to assist in the research and development of negotiation strategies.
- a. Collect, organize, and represent input from all district administrators on the SOMEA contract
 - b. Participate on the board negotiating team with the clear role of representing the voice of principals and supervisors in all negotiations preparation and at the bargaining table
 - c. Serve as the point of contact between all instructional administrators and the negotiations team
 - d. Become familiar with literature and current/best practices on merit pay for school administrators and supervisors and collaborate with the Chief Information Office on the quantitative aspects of the growth model
10. 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