

TITLE: SUPERINTENDENT

QUALIFICATIONS: New Jersey School Administrator Certificate

TERM: 12 Months

The superintendent shall have general supervision and control over the schools of the district and shall examine into their condition and progress and report thereon from time to time as directed by the Board and shall have such other powers and perform such other duties as may be prescribed by the Board from time to time.

The superintendent shall have sole and exclusive responsibility for and full supervisory power over all employees in the Public School System without regard to the nature or scope of their employment or duties, and all employees shall have sole and exclusive administration and operation of all Federally financed educational programs of any kind and nature whatsoever, and has the authority to act for and on behalf of the board in the establishment and implementation of such programs as he, in his discretion, shall determine to be necessary to the Public School System.

RESPONSIBILITIES INCLUDE:

- A. As educational advisor to the Board, he or she shall:
 1. Make regular reports on the achievements and needs of the schools and when so required to the County Superintendent, the Commissioner and the State Board of Education.
 2. Formulate and present for Board action; policies, plans, programs, and proposals for improvement of the district and its operation.
 3. Advise the Board in all matters pertaining to the general welfare of the schools.
 4. Prepare agenda for each Board meeting and attend all Board meetings except when his employment and status are being discussed.
 5. Keep the Board fully and regularly informed as to the operating effectiveness of existing policies and recommend changes as he or she deems necessary.
 6. Engage in the activities of local, state, and national organizations or other growth activities as he or she sees fit, also that he or she may bring the best of himself or herself and his or her profession to the service of this community.
- B. As educational leader of the school district, he shall:
 1. Supervise all instruction and advise principals and teachers in procedures, methods, and materials that would tend to improve instruction.
 2. Be responsible for the discipline and conduct of the schools.
 3. Exercise such educational and administrative leadership, supervision, and guidance as may be necessary for producing the best possible educational conditions and outcome.
 4. Prepare with the assistance of members of the professional staff and submit to the Board several courses of study and curricula to be offered in the schools.
 5. Select and recommend for adoption all textbooks and supplementary instructional materials. In the preparations of such courses of study and

in the selection of such textbooks, he may utilize other administrators and special committees of teachers as well as representatives from student and community groups as he sees fit.

6. Ascertain if teachers are properly certificated and report to the Board teachers who are not properly certificated.

7. Classify, promote, or assign pupils and exercise general control over them.

8. Supervise the in-service and teacher orientation programs.

9. Coordinate and evaluate the curriculum of the district and recommend any changes.

10. Conduct a program of public relations that will keep the public fully informed of the activities, successes, and needs of the schools; and cause a wholesome and cooperative working relationship to be maintained between the schools and the community.

C. As chief operating officer of the school district, he shall:

1. Develop administrative principles and procedures for implementing Board policies.

2. Provide leadership to the administrative personnel.

3. Prepare and transmit with the Secretary the annual budget for Board consideration and action.

4. Administer with the Secretary the approved budget.

5. Operate and maintain with the Secretary the physical facilities of the district. In the performance of his duty, the Superintendent shall visit the schools under his jurisdiction to examine conditions and progress.

6. Make recommendations for the employment, promotion, demotion, assignment, transfer, dismissal or retirement of any school employee.

7. Maintain a continuous program of evaluation of all employees, certified and non-certified, with recommendations as to the continuation of employment of those not yet on tenure and the effectiveness of those on tenure.

8. Advise the board's negotiating teams with various employee units.

9. Work along with the Secretary, with architects, attorneys, and financial advisors in planning construction, contracting, and in acquiring suitable financing.

10. Perform such other duties as may be assigned by the Board.

QUALIFICATIONS:

To be eligible for appointment to the position of Superintendent, a candidate shall hold a New Jersey School Administrator's Certificate.

SPECIAL POWER:

The Superintendent shall have the authority to use discretionary powers in situations not covered by these policies, the rules of the State Board of Education, the directives of the Commissioner or the law, reporting such action to the Board as soon as it is possible thereafter.

