

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Possess or be eligible for a School Administrator certificate
2. Successful experience in teaching, curriculum development and school administration.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Assigned administrative personnel.

JOB GOAL: To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

PERFORMANCE RESPONSIBILITIES:

General Administration

1. Assists the superintendent in supervising the district's instructional programs and school services.
2. Assumes all roles and responsibilities for administering the district in the absence of the superintendent and acts as second-in-charge at all other times.
3. Responsible for serving as administrative liaison to the Board Curriculum Committee, which includes preparing agenda and minutes.
4. Responsible for contributing items for the Board agenda under "Curriculum, Professional Development, Assessment, Technology and Grants." Items may include curriculum and materials adoptions, technology items, additional hours for professional staff, instructional consultants, travel, grant-related items, field trips, donations, and the disposal of instructional materials.
5. Attends Board meetings and executive sessions. Prepares such reports for the Board as the superintendent may request.
6. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy and regulation as necessary.
7. Assists the superintendent in determining staff assignments and staff scheduling, as appropriate.
8. Seeks opportunities to promote the District's educational programs and initiatives as approved by the superintendent. Performs other related duties as may be assigned by the superintendent.

Curriculum and Instruction

9. Provides leadership and guidance in the process of curriculum planning, implementation and evaluation to ensure alignment with state learning standards in all curricular areas and instructional programs. .
10. Oversees and manages all curriculum documents and ensure access to all stakeholders.
11. Develops a multi-year plan for curriculum development, materials adoption, and professional learning that aligns with state and federal initiatives, the District's mission statement and strategic plan, and in compliance with Board policy and administrative code.
12. Supervises the work of all curriculum committees to ensure curricula documents are aligned to state learning standards, include methods of formative and summative assessment, and promote the use research-based instructional practices.
13. Works with the Council of Instruction to ensure teacher input in the process of improving the educational program of the district.
14. Participates in the selection and recommendation of all instructional materials (textbooks, online programs/resources, and other supplemental instructional materials).
15. Directly supervises the Bilingual/English-as-a-Second Language program to ensure compliance with federal and state requirements, equity in services throughout the District, and on-going program improvement.
16. Directly supervises curriculum development for the art, foods/sewing, ESL, health, library, music, physical education, and world language subject areas.
17. Participates in curriculum articulation meetings with Hunterdon Central Regional High School and other sending districts.
18. Responsible for collaborating with principals to ensure consistency and equity in student scheduling and the allocation of instructional time.
19. Oversees the implementation of consistent lesson planning expectations and tools throughout the District.

Assessment

20. Serves as the District Test Coordinator for all general education, state-mandated testing, including assessing the district-wide standardized assessment program for consistency and diagnostic value.
21. Responsible for oversight of the assessment program required to identify English learners and to comply with Title III requirements as well as the use of multiple criteria in determining student entry and exit.
22. Responsible for the oversight of the diagnostic assessment program for incoming kindergarten students.
23. Responsible for implementing multiple measures of student performance/aptitude as required to identify students eligible for the District's support and gifted programs.
24. Responsible for preparing and presenting an annual report on student performance on state-mandated assessments as required by administrative code.

Professional Development

25. Develops and administers professional learning programs for staff based on district priorities for instructional improvement and achievement of student learning standards..
26. Responsible for developing the District's Professional Development Plan and for supporting the work of school-based professional learning panels in each building.
27. Responsible for developing and implementing the District's Mentoring Program Plan, which includes planning the annual New Teachers' Orientation and after school novice teacher workshops.
28. Responsible for developing an annual schedule of after-school professional meetings and professional learning days in compliance with the negotiated agreement.
29. Responsible for implementation of online training programs to comply with the NJDOE's mandated training requirements for professional staff.

30. Responsible for supporting professional staff in tracking registration and documenting attendance of teachers in professional learning meetings through the implementation of relevant tools and procedures.

Technology

31. Assess and prioritize technology infrastructure needs on an on-going basis. Develop long-term goals and action plans that ensures a dependable, robust, and secure infrastructure capable of supporting instructional and operational needs.
32. Responsible for oversight of the District's Technology Department, including the development, implementation, and monitoring of progress in meeting long-range planning goals.
33. Responsible for oversight and contract maintenance for the District's telephone services (POTS and PBX),
34. Direct responsibility for implementation of District's E-rate application for Category I (ISP and WAN provider) and Category II expenses, for complying with U.S.A.C. bidding regulations, ensuring C.I.P.A. compliance, and for completion of all required forms and reports.
35. Responsible for promoting the appropriate use of technology in all instructional areas through curriculum development, instructional materials adoption, and planning of relevant professional learning activities.

Personnel

36. Responsible for supporting the superintendent in implementing an effective system for the recruitment, selection, evaluation and professional development for certificated personnel.
37. Responsible for approving and monitoring absence requests related to professional development and district release days of all district employees.
38. Provides direct supervision and performance evaluations of the curriculum supervisors, Student Data Manager, and curriculum support staff in accordance with Board policy.
39. Responsible for developing the District's teacher observation schedule consistent with law and policy.
40. Conducts teacher observations and prepares reports as assigned.

Budget Development

41. Prepares, presents, and manages the Curriculum budget based on District priorities and in alignment with student learning standards.
42. Prepares, presents and manages the Technology budget, which includes all end-user devices, connections/switches, structured cabling, and necessary infrastructure software.
43. Responsible for monitoring District enrollment trends and presenting findings to the Board of Education and other stakeholders as assigned by the superintendent.
44. Collaborates with nonpublic schools to expend NJDOE's nonpublic allocations for textbooks, technology, and security.
45. Assists the superintendent in the review of school and departmental budgets as assigned.

Grant Management

46. Responsible for preparing and implementing the District's original and amended applications for federal funding through the Elementary and Secondary Education Act.
47. Responsible for preparing and submitting all ESEA grant-related reports: Title I Comparability, ESEA Final Report, and Title I, II, III, and IV performance reports.
48. Responsible for planning, budgeting, and implementation of all grant-related programs, including after school and summer programs.

Reporting Compliance

- 49. Responsible for assisting the superintendent in the completion of Instruction and Programming section of the NJ Quality Single Accountability Continuum (NJ QSAC) process and portions of Operations, and Personnel related to student programming and professional learning.
- 50. Responsible for completion of the NJDOE's CDS Information system report.
- 51. Responsible for the distribution and analysis of the State's ESSA Profiles and New Jersey School Performance Reports.
- 52. Responsible for ensuring the district compliance with laws and regulations governing the reporting of incidents of violence, vandalism, and substance use through the NJDOE's School Safety Data System (SSDS).
- 53. Responsible for supporting the work of the Student Data Manager in completing state-mandated reports related to curriculum, programming, and assessment (e.g. State Registration Submission, Assessment Material Ordering, SSDS, Course Roster Submission, SID Management, semi-annual State Submission, and portions of CRDC).

TERMS OF

EMPLOYMENT: Salary for a twelve month work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education **DATE:**

REVISED: 3/18/19