

JOB DESCRIPTION

Job Title:

ASSISTANT SUPERINTENDENT

Qualifications

1. Certification as School Administrator in the State of New Jersey or Certificate of Eligibility with Advanced Standing.
2. Masters degree, plus a minimum of three years of experience in a central office administrative position and/or as a building principal
3. Demonstrate ability to work effectively in the areas of school administration and supervision of programs and staff, grants, State Reports, and Pre-K – 12 Curriculum.
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 of Schools

Job Goal:

To assist the superintendent in the areas of curriculum development, implementation, and assessment; to provide oversight of grant programs and to secure grant funds for the district; to ensure that State Reports are accurately completed and submitted within the prescribed deadlines; and to assist the Superintendent in evaluating the administrative team through the following actions:

- Provide leadership and supervision of principals, supervisor(s), and teachers
- Determine district needs and address matters related to curriculum, instructional practices, and professional development for grades Pre-K through 12.
- Provide leadership in the development, implementation, and coordination the district's PreK-12 instructional programs as well as communicating to the community about programs.
- Provide oversight and completion of State Reports in conjunction with the Superintendent
- Work to secure available grant opportunities for the district to assist with implementing innovative programming for scholars

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A. Performance Responsibilities:

- Curriculum development, implementation, and assessment
 - Supervision of all personnel in curriculum development, implementation, and assessment
 - Professional development
 - District grant management of NCLB (ESSA)
 - Oversee all instructional programs Pre-K – 12
 - Oversee all district grants and seek to procure additional grant opportunities for the district
 - Work with the Superintendent to ensure that all State Reports are completed and submitted in a timely manner
 - Assists the Superintendent with the supervision of all certificated personnel
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1. Works with the Board of Education, Superintendent of Schools, Principals, Director(s), faculty, and community, as appropriate, in developing the curriculum and instructional programs districtwide.
 2. Ensures that all district curriculum documents have been approved by the Board of Education in accordance with state regulations and district needs.
 3. Supervises the process for the selection of textbooks and instructional materials districtwide in cooperation with principals, supervisor(s), and faculty.
 4. Keeps current with curriculum developments and demonstrates leadership during the implementation of appropriate materials, strategies, and programs districtwide.
 5. Assists the Superintendent of Schools in the supervision and evaluation of district personnel, including principals and supervisor(s); and in the operations of the schools pursuant to the development, implementation and assessment of curriculum, instruction, and professional development activities.
 6. Provides leadership to promote the understanding of the educational objectives of the district.
 7. Works with administrators and faculty in coordinating appropriate grade-level and department meetings as well as special committees in order to facilitate horizontal and vertical continuity and articulation of programs districtwide.

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8. Assists the Superintendent of Schools and works with appropriate district personnel in the development of district policies and regulations for the implementation of the instructional program and ensure the correct and consistent implementation of policies and regulations.
9. Provides leadership in the development and implementation of the evaluation instrument for personnel. Included in this is the observation and evaluation of designated personnel (principals, supervisor(s), and teachers).
10. Represents the District at local, county, regional, and state meetings on matters relating to curriculum and instruction.
11. Interprets and presents all curricular changes to the Board of Education, administration, staff, and the community as appropriate.
12. Assists the Superintendent, School Business Administrator, principals, and supervisor(s) in the development and coordination of the budget as it relates to curriculum and instruction. Expends school funds efficiently, keeping accurate financial records, and follow appropriate accounting procedures.
13. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent of Schools.

B. Professional Development Programs:

1. Provides leadership in the mentoring of professional staff.
2. Assists in the recruitment and hiring process of professional staff
3. Serves as coordinator of the District's student-teacher/practice-teacher programs.
4. Serves as coordinator of the District's alternate route and teacher-mentor programs.
5. Provides leadership in assessing the needs and plans professional development programming for administrative and instructional staff districtwide.

Terms of Employment:

Twelve months. Salary to be established by the Board of Education.

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Evaluation:

Performance shall be evaluated annually by the Superintendent consistent with Board Policy and State law and code where applicable.

Approved by: **Board of Education**

Date: **4/24/2023**

Revised: