



HADDONFIELD BOARD OF EDUCATION

95 Grove Street
Haddonfield, New Jersey 08033-1892
(856) 429-4130 / Fax (856) 354-2179

Job Description

POSITION: Assistant Superintendent: K-12 Program

QUALIFICATIONS:

1. Valid School Administrator Certificate or eligibility
2. Minimum experience in teaching, curriculum development and school administration as determined by the board
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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

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

REPORTS TO: Chief School Administrator

SUPERVISES: Assigned administrative personnel

MAJOR DUTIES AND RESPONSIBILITIES:

Instructional Leadership

1. Assists in the formulation of a philosophy and objectives for the design, implementation, and assessment of the curriculum.
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
3. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.



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4. Assumes the responsibilities for administering the district in the absence of the superintendent.
5. Guides development, implementation, and evaluation of instructional services.
6. Implements, and coordinates a curriculum review and development process, which involves teachers, administration, Board, and community members, that ensures a horizontally and vertically coordinated curriculum.
7. Establishes and maintains professional dialogues with instructional staff and observes teachers formally in their classrooms upon request of the principals and/or superintendent.
8. Has a working knowledge of the N.J. Core Curriculum Content Standards, standards from the U.S. Department of Education and other national professional organizations, and international standards.
9. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
10. Works with other administrators in analyzing standardized testing data and determining implications for curriculum and instructional practices.
11. Provides leadership and assistance in projects of curriculum development.
12. Communicates to the chief school administrator the requirements and needs of the district as perceived by staff members.
13. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
14. Works with principals, curriculum committees, and teacher committees in organizing and coordinating grade level meetings and departmental meetings.
15. Provides staff leadership to ensure understanding of and promote the educational objectives of the district, and plans and administers programs of professional development activities for instructional personnel.
16. Develops and implements a new teacher program that coordinates with the mentoring program to provide new teachers full access to the goals, beliefs, and the instructional methods which exist at the heart of the Haddonfield educational system.
17. Provides the leadership for an educational environment that encourages creativity, professional growth, and the excitement necessary to recruit and retain the best professionals.
18. Coordinates all comprehensive and strategic planning for the district.
19. Works with principals to coordinate the overall K-12 program including Athletics. 11. Coordinates all K-12 Principal meetings and admin council professional development programing along with the superintendent and chief academic officer.



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20. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
3. Assists the superintendent and chief academic officer with district leadership initiatives communicating and carrying out board goals and objectives within the K12 organization.

Curriculum

1. Provides leadership in the continuous development and improvement of the instructional program.
2. Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
3. Maintain a copy of all approved curriculum materials.
4. Maintains a curriculum library for staff use.
5. Participates in the selection and recommendation for adoption of all textbooks, virtual materials and other supplementary instructional material.

Personnel Administration

1. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
2. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
3. Responsible for the coordination of all open teaching positions in the K12 program as well as participating in teacher interview and hiring process along with the principals.
4. Coordinating and accounting for all state and federally mandated teacher and principal training requirements in the District.
5. Provides leadership in optimizing staff usage to include transfers, tenure and retention decisions, and recommending positions necessary for proper implementation of curriculum.
6. Coordinates the K12 school counseling service needs including staffing needs, professional development, group counseling work, program needs in the secondary and elementary divisions and the hiring process.
7. Provides coordination and leadership to evaluate all K12 staffing, tenure, transfer, and dismissal decisions including paraprofessionals. The superintendent, Curriculum Director, and Special Education Director will assist the Asst. Supt. in this construct.



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8. Evaluates all paraprofessional needs throughout the district and coordinates along with the Director of Special Education all training associated with paraprofessionals in the District.
9. Coordinates with colleges and principles on student teacher placements
10. Budgets for and approves professional development conferences for principals and works closely with principals on approving all teacher conferences within the budget. Coordinates with the Curriculum Director on all Title 2 grant money allocations.

Financial Management

1. Assists in the location of funding for the improvement of the instructional program.
2. Prepares and administers the research and development budget and assists in the coordination of the sections of the budget that pertain to curriculum and instruction.

Student Services

1. Operates as the District's home and school coordinator leading and coordinating the student registration process for all school sites including coordinating with the business office on attendance and registration anomalies.
2. Coordinates the homebound attendance program working with all school sites on coordinating teacher placement and the attendance and payment process of homebound instruction.

School/Community Relations

1. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall district objectives and programs.
2. Identifies necessary parent and community outreach related to curriculum and instruction and develops programs to meet those needs.

Board Responsibilities

1. Attends board meetings and prepares such reports for the board as the superintendent may request.



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2. Serves as liaison to the board policy committee, responsible for updating and creating board policies.
3. Serves as liaison to the board curriculum committee, responsible for updating and creating curriculums.
4. Meets regularly with the curriculum committee of the Board and provides communication to the full Board of Education as requested.
5. Interprets and communicates the approved curriculum to the professional staff, the Board of Education, and the general public.

Other

1. Operates as the District Affirmative action liaison
2. Coordinates all HIB incidents with building principals and the District HIB coordinator. Communicates with parents, prepares all necessary letters to parents, prepares all reports for the board, and coordinates all board hearings pertaining to the HIB law.
3. Coordinating and accounting for all state and federally mandated teacher and principal training requirements in the District.
4. Coordinates all K12 disciplinary dispute resolution needs including board appeals.
5. Ensure documentation necessary to meet N.J. and Federal guidelines regarding curriculum and instruction are present. Completes reports required.
6. Leads the district diversity initiative and coordinates all diversity plans and activities with each building. 16. Coordinates the creation and update of all student and faculty handbooks and building course of study guides.

Performs such others tasks and assumes such other duties as may from time to time be assigned by the chief school administrator.

SALARY: Determined by the Board of Education in consultation with the Chief School Administrator.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.

BENEFITS: Benefits are available for full time employees according the negotiation contract.



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BOE Approved Date:

BOE Review Date:



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Legal References:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds through –7.5 for disqualification from employment; exception
- N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent
- N.J.S.A. 18A:17-17 Certificate required
- N.J.S.A. 18A:17-22 Assistant superintendent; duties
- N.J.S.A. 18A:17-23 Suspension of assistant superintendent
- N.J.S.A. 18A:21-34 School Ethics Act
- N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.A.C. 6A:5 Regulatory equivalency and waiver
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- N.J.A.C. 6A:9 Professional standards
 - See particularly:
 - N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
 - N.J.A.C. 6A:9B-5 General certification policies
 - N.J.A.C. 6A:9B-11.3 Authorization
 - N.J.A.C. 6A:9B-13 Acting administrators
 - N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
- N.J.A.C. 6A:10 et seq. Educator effectiveness
 - See particularly:
 - N.J.A.C. 6A:10-2 Evaluation of teaching staff members
 - N.J.A.C. 6A:10-6 Evaluation of teaching staff members other than teachers and principals
 - N.J.A.C. 6A:10-8 Evaluation of chief school administrators
- N.J.A.C. 6A:14 Special education



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- N.J.A.C. 6A:15 Bilingual education
- N.J.A.C. 6A:16 Programs to support student development
- N.J.A.C. 6A:17 Students at risk of not receiving a public education
- N.J.A.C. 6A:23A Fiscal accountability
- N.J.A.C. 6A:26 Educational facilities
- N.J.A.C. 6A:27 Student transportation
- N.J.A.C. 6A:28 School operations
- N.J.A.C. 6A:30 Evaluation of the performance of school districts
- N.J.A.C. 6A:32-7 Student records
- N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act
- N.J.A.C. 12:100-4.2 Adoption by reference
- Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.
- Bloodborne Pathogen Standard, 29 CFR 1910.1030
- Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
- Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.