

**ROSELAND SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** **SUPERINTENDENT**

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator certificate or certificate of eligibility.
2. Previous teaching and supervisory and/or administrative experience.
3. Strong leadership and communication skills.
4. Experience with Personnel Management, School Finance, and Strategic Planning.
5. Demonstrated leadership in Curriculum Development and implementation.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.

**REPORTS TO:** Board of Education

**JOB GOAL:** To inspire, lead, guide and direct every member of the administrative, instructional, and support services staff in the district to achieve the District's mission and goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Inform the Board of the condition of the District's educational system.
2. Ensure effective communication between the Board and the staff of the school system.
3. Prepare the agenda for Board meetings in consultation with the Board President. Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
4. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.

**PERFORMANCE RESPONSIBILITIES:**

5. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
6. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.
7. Development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
8. Follow up and execute all Board decisions.
9. Ensures adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school populations and scholastic records are maintained. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
10. Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to educational matters, policies, procedures, school related incidents or events.
11. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people that are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
12. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the district.
13. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of the administrators of the District.
14. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of teaching and non-teaching personnel of the district.
15. See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.

**PERFORMANCE RESPONSIBILITIES:**

16. See that effective relationships with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District.
17. See that the development, authorization, and the maintenance of an appropriate budgetary procedure are properly administered. Prepare the annual proposed budget and submit it to the Board by March 1 or at such earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
18. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
19. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
20. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
21. Establish and maintain liaison with other school districts, the State Education Department, colleges and universities, and the U.S. Department of Education.
22. Act on own discretion in cases where action is necessary on any other matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

**TERMS OF EMPLOYMENT:**

This is a twelve month position. The individual will be appointed by the Board for a period of 3-5 years in accordance with the terms of a negotiated contract between the Superintendent and the Board. Compensation shall be negotiated and approved by the Board as permitted by N.J.A.C. 6A:23A-1.2.

**EVALUATION:**

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on the Superintendent's evaluation.

**APPROVED:** September 27, 2012

**REVISED:** December 8, 2016