



## SUPERINTENDENT OF SCHOOLS

### Qualifications:

1. Holds or is eligible for a New Jersey Administrator's Certificate
2. Five years of experience as a certified teacher
3. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports To:** Board of Education

**Job Goal:** The authority and responsibility of the Superintendent extends to all personnel and activities of the District under the Superintendent's jurisdiction. The Superintendent of Schools shall be the Chief Executive Officer of the Board of Education and of the District.

### Duties and Responsibilities:

1. **Supervision:** The Superintendent shall have, under the direction of the Board of Education, general supervision of all the public schools of the District and all employees of the various departments of the school system. The Superintendent shall be responsible for administering all aspects of the school system within the framework of the policies established by the Board within the rules and regulations of the State Board of Education.
2. **Enforcement of Rules:** The Superintendent shall enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social, and recreational activities under the direction of the Board. The Superintendent shall have the power to issue such orders and directives as deemed necessary consistent with Board of Education policy for the efficient management of the schools.
3. **Meetings:** The Superintendent shall attend all meetings of, and have a seat on, the Board of Education except when his or her own election, tenure, efficiency, or salary are being considered. He or she shall have the right to speak on all matters but not the right to vote. It shall be the duty of the Superintendent to bring such matters before the Board for the general welfare of the schools.
4. **Policy:** The Superintendent shall have the responsibility of recommending to the Board plans and policies with the end in view that the schools shall be organized best to serve the students and community.
5. **Reports:** The Superintendent shall keep the Board informed as to how policies are being carried out, reporting the effectiveness of such policies and the conditions and efficiency of the different branches of the system. He or she shall furnish when necessary a written or oral report to the board and/or an annual written report at the close of each school year. He or she shall also be responsible to the Board for any special reports the Board may request.
6. **Employees:** The Superintendent shall have the power to assign or alter the assignment of, to transfer, to suspend, and to recommend for promotion or dismissal any or all employees of the Board except himself

or herself. All applications for positions in the school system shall be referred to the Superintendent. It shall be the policy of the Board to employ personnel upon recommendation of the Superintendent exclusive of the Board Office.

7. **Temporary Employees:** The Superintendent shall have the power to fill all vacancies caused by temporary illness or necessary absence of teachers or other employees and to make other temporary arrangements relative to the school which he or she may deem proper.
8. **In-Service Training:** The Superintendent shall be responsible for a definite program of in-service training and staff improvement.
9. **School Supervision:** The Superintendent shall have the power to control and exercise general supervision over the policies and management of individual schools to the end that there are general policies, standards, and routines of business followed throughout the system.
10. **Curriculum:** The Superintendent shall be responsible for the development and operation of such curriculum, special courses, and activities as well as provide an adequate system of instruction and physical care for all pupils attending the schools. This system of instruction shall be designed to meet the needs of the community and shall be in keeping with the development of education generally.

The Superintendent shall keep the Board of Education informed of the conditions, needs, and achievement of pupils of the school system so that the Board of Education may interpret the school system to the public.

11. **Budget:** The Superintendent shall assemble budget data for the consideration of the Board, and he or she shall administer the budget as enacted by the Board acting at all times within legal requirements of the state. It will be the policy of the Board to make purchases of school supplies, textbooks, and equipment with concurrence of the Superintendent. Unbudgeted expenditures must be approved by the Board. To this end, the Superintendent shall have the authority to require of any appointees of the Board such reports or data as deemed necessary for this purpose.
12. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 12-Month Position (July 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: August 13, 2001**  
**Amended: October 16, 2018**