

**NORWOOD PUBLIC SCHOOL
NORWOOD, NEW JERSEY**

JOB DESCRIPTION

TITLE: CHIEF SCHOOL ADMINISTRATOR

QUALIFICATIONS:

1. Valid NJ School Administrator Certificate or eligibility
2. Central office, school administration and teaching experience as determined by the board.
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
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: Board of Education

SUPERVISES: Every district employee

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF

RESPONSIBILITY: The management responsibilities of the Chief School Administrator shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The Chief School Administrator may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

**PERFORMANCE
RESPONSIBILITIES**

A. Instructional Leadership:

1. Maintains the quality of educational programs and services to students, and improves programs and services where necessary. Ensures that a system of thorough and efficient education, as defined in state law and code, is available to all students.
2. Studies and reviews with staff all curriculum guides and courses of study on a continuing basis. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
3. Ensures implementation of all board-approved curricula and inclusion of state-mandated programs and curriculum content standards.
4. Provides for curriculum articulation among grades in the district.
5. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
6. Provides for annual assessment of student needs and achievement. Initiates program changes in light of this assessment.
7. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
8. Seeks out available sources of grant funding to support programs and projects.
9. Ensures that the goals of the school system are adequately reflected in its educational program and operations. Annually by August 1, submits the district's schools' objectives to the county superintendent for review and approval.

B. Personnel Administration:

1. Directs and supervises the administrative staff and through them all district staff.
2. Provides a role model as well as direction and supervision to the administrative staff in the development and implementation of sound personnel practices.

3. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in candidate interviews, as appropriate, and recommends appointments, transfer, and removal of all certified and non-certified staff to the board.
4. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
5. Ensures that all staff is evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
6. Recommends and implements the district's professional development plan.
7. Ensures that all staff receives inservice training required by state/federal laws and that appropriate documentation is maintained in a central file.

C. Financial Management:

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
2. Initiates and supervises development of the annual budget. Provides for staff input. Recommends budgetary priorities and the budget for board approval.
3. Ensures that the district has long-range financial and facility improvement plans. Oversees updating and implementing of the plans annually.
4. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
5. Searches continuously for alternatives in business management practices to achieve sound economies.
6. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

D. Student Services:

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.

3. Facilitates annual communication with the administrator of each nonpublic school located in the district to plan for nursing services which may be made available pursuant to law and submits an annual written report to the county superintendent.
 4. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
- E. School/Community Relations:
1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
 2. Presents the district's quality assurance report annually to the community by September 30th and submits a copy to the county superintendent by October 30th.
 3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
 4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
 5. Maintains contact and good relations with local media.
 6. Represents the school system and its interests as appropriate in community organizations, activities and projects.
- F. Chief School Administrator's Duties:
1. Provides leadership in identification of priorities and assures that activities reflect those board-established priorities.
 2. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
 3. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
 4. Recommends drafts of new policies or changes to the board.

5. Prepares with input from the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
6. Anticipates potential problems. Recommends policies or courses of staff action.
7. Keeps board informed regarding developments in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the Education Law of the State of New Jersey and the Administrative Code of the New Jersey Department of Education.

TERMS OF

EMPLOYMENT: Twelve months. Serves in accordance with the terms of the contract between the board and the Chief School Administrator. Salary 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 the Chief School Administrator.

DATE: January 10, 1983
REVISED: November 25, 1991
REVISED: January 24, 2000
REVISED: April 23, 2009

LEGAL

REFERENCES:

N.J.S.A. 18A:7A-1 et seq.	Public School Education Act of 1975
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations
N.J.S.A. 18A:17-15	Appointment of superintendents
N.J.S.A. 18A:17-17	Certificate required
N.J.S.A. 18A:17-18	Full time required of superintendents
N.J.S.A. 18A:17-20	General powers and duties
N.J.S.A. 18A:17-21	Annual report to the commissioner
N.J.S.A. 18A:17-46	Annual report of acts of violence
N.J.S.A. 18A:27-4.1	Employment and contracts – chief administrator
N.J.S.A. 34:5A-1 et seq.	NJ Worker and Community Right to Know Act
N.J.S.A. 52:17B-9.8A, -9.8 et al.	Missing children
N.J.A.C. 6:3-2.2	Annual evaluation of tenured and nontenured chief school administrators
N.J.A.C. 6:3-4.1	Supervision of instruction, observation and evaluation on nontenured teaching staff members
N.J.A.C. 6:3-4.3	Evaluation of tenured teaching staff members
N.J.A.C. 6:3-6.1	Pupil records
N.J.A.C. 6:3-8.1	Provisions for the education of homeless children and youth
N.J.A.C. 6:3-9.1 et seq.	School ethics commission
N.J.A.C. 6:8-1.1 et seq.	Thorough and efficient system of free public schools
N.J.A.C. 6:11-9.3(a)	Authorization
N.J.A.C. 6:11-9.4(a)	School administrator
N.J.A.C. 6:20-2a.1 et seq.	Double entry bookkeeping and GAAP accounting in local school districts.
N.J.A.C. 6:26-1.1 et seq.	Intervention and referral services for general education pupils
N.J.A.C. 6:28-1.1 et seq.	Special education
N.J.A.C. 6:29-1.1. et seq.	Health, safety and physical education
N.J.A.C. 6:29-9.1, --9.2	Reporting of allegations of child abuse and neglect
N.J.A.C. 8:59-11.1 et seq.	NJ Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2	Adoption by reference