

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**SUPERINTENDENT**

**QUALIFICATIONS**

1. Valid N.J. School Administrator Certificate of eligibility.
2. Central office, school administration and teaching experience.
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 RESPONSIBILITIES**

The management responsibilities of the superintendent 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 superintendent 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 curriculum and inclusion of state-mandated programs and curriculum content standards.

4. Provides for curriculum articulation among grades and schools in the district and (between) among constituent districts in a regional school system or sending- receiving agreement.
5. Encourages staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
6. Provides for an 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 for grant funding to support programs and projects.
9. Ensures that the goals of the school system are adequately reflected in its educational programs 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 central district administrative staff in the development and implementation of sound personnel practices.
3. Develops and supervises the administrative staff and through them all district staff.
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 professional employees for contract renewal and/or tenure appointment.
6. Recommends and implements the district's professional development plan.
7. Ensures that all staff receive in-service 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 budget and budget priorities for board approval.
3. Ensures that the district has long-range financial and facility improvement plans.
4. Updates and implements plans annually.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
6. Searches continuously for alternatives in business management practices to achieve sound economies.

7. 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. Develops, in consultation with the school physician, a plan for the provision of school nursing service to be adopted by the board.
4. Confers annually 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.
5. Develops and implements required policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

#### **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 October 30 and submits a copy to the county superintendent by November 15.
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. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

#### **F. Superintendent's Board Responsibilities**

1. Provides leadership in identification of priorities and assures that all 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. Knows board policy and respects the policymaking authority and responsibility of the board.
5. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
7. Prepares, in conjunction with 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.
8. Anticipates potential problems. Recommends policies or courses of staff action.
9. Keeps board informed regarding development in other districts or at state and national levels that would be helpful to the district.
10. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
11. 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.
12. Advises the board of its responsibilities under the School Code of Ethics Act. Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

### **TERMS OF EMPLOYMENT**

Twelve months. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the board and the superintendent. Salary to be determined by the board.

### **EVALUATION**

Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the board's policy on evaluation of the superintendent.

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APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **February 12, 2009**  
 AMENDED: **November 19, 2015**  
 AMENDED:

**Legal References:**

<u>N.J.S.A.</u>	18A:7A-1	<u>et seq.</u>	Public School Education Act of 1975
<u>N.J.S.A.</u>	18A:16-1		Officers and employees in general
<u>N.J.S.A.</u>	18A:16-2		Physical examinations
<u>N.J.S.A.</u>	18A:17-15		Appointment of superintendents
<u>N.J.S.A.</u>	18A:17-17		Certificate required
<u>N.J.S.A.</u>	18A:17-18		Full time required of superintendents
<u>N.J.S.A.</u>	18A:17-20		General powers and duties
<u>N.J.S.A.</u>	18A:17-21		Annual report to the commissioner
<u>N.J.S.A.</u>	18A:17-46		Annual report of acts of violence
<u>N.J.S.A.</u>	34:5A-1	<u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C.</u>	6:3-2.2		Annual evaluation of tenured and nontenured chief school administrators
<u>N.J.A.C.</u>	6:3-4.1		Supervision of instruction, observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3		Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-6.1		Pupil records
<u>N.J.A.C.</u>	6:3-8.1		Provisions for the education of homeless children and youth
<u>N.J.A.C.</u>	6:3-9.1	<u>et seq.</u>	School ethics commission
<u>N.J.A.C.</u>	6:8-1.1	<u>et seq.</u>	Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6:20-2A.1	<u>et seq.</u>	Double entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u>	6:26-1.1	<u>et seq.</u>	Intervention and referral services for general education pupils
<u>N.J.A.C.</u>	6:28-1.1	<u>et seq.</u>	Special education
<u>N.J.A.C.</u>	6:29-1.1	<u>et seq.</u>	Health, safety and physical education
<u>N.J.A.C.</u>	6:29-9.1, -9.2		Reporting of allegations of child abuse and neglect
<u>N.J.A.C.</u>	6:30-1.1	<u>et seq.</u>	Evaluation
<u>N.J.A.C.</u>	8:59-11.1	<u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C.</u>	12:100-4.2		Adoption by reference

Americans with Disabilities Act (ADA), U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Act, 20 U.S.C.A. Section 1400 et seq.

Manual for the Evaluation of Local School Districts (P.T.M. No. 1180.00, Revised August 1993)

Occupational Exposure to Hazardous Chemical in Laboratories Standard, 29 CFR 1910.1450