

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
KINGWOOD TOWNSHIP**

**CENTRAL OFFICE
ADMINISTRATION**

TITLE: **CHIEF SCHOOL ADMINISTRATOR**

QUALIFICATIONS:

1. Valid New Jersey 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: Leadership and 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. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board adopted evaluation schedule. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
6. Provides for curriculum articulation among grade levels in the district and between/among constituent districts in the regional high school district.
7. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.

Keeps professionally current and informed on research-based educational practices.

B. Personnel Administration:

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the Board.
4. Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
6. Supervises administration of collective bargaining agreements.
7. Recommends and implements the district's professional development plan.
8. Ensures that all teaching staff fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

C. Financial Management

1. Ensures that the budget implements the district's goals.

2. Ensures implementation of Board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of the school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.
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. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that which may be made available pursuant to law and submits an annual written report to the county Chief School Administrator.

4. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
5. Implements a Board-approved program of guidance and counseling services.

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 at a regular Board of Education meeting by October 30 and submits a copy to the county Chief School Administrator 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. Chief School Administrator-Board Responsibilities:

1. Provides leadership in the implementation of the district's vision, mission, and goals.
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. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies
6. Collects adequate and reliable information before making recommendations and decisions.
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. Provides a communication system to keep the Board informed of district issues and critical information needed for decision-making.
9. Anticipates potential problems. Recommends policies or courses of staff action.
10. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
11. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
12. 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. Appointed for a period of 3-5 years. 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 by April 30 in accordance with state law, administrative code, and the Board's policy on evaluation of the Chief School Administrator.

APPROVED BY: Kingwood Township Board of Education

DATE: April 29, 2003

REVISED: _____

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in through -7.5

N.J.S.A. 18A:7A-10 Evaluation of performance of each school

N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills

N.J.S.A. 18A:7A-14.3 Alternate program of evaluation and monitoring

through -14.5

N.J.S.A. 18A:7E School report card and efficiency programs__

N.J.S.A. 18A:7F Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:12-24 School officials; prohibited conduct__

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-1.3 Notification of dismissal for cause of non-tenured certificated employee

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-15 Appointment of Chief School Administrators; terms through -21

N.J.S.A. 18A:17-24.1 through -24.9 Chief School Administrators and school business administrators shared by two or more districts; approval

- N.J.S.A. 18A:17-46 Act of violence; report by school employee;
- N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
- N.J.S.A. 18A:36-24 Missing and abused children et seq.
- N.J.S.A. 18A:37 Discipline of pupils
- N.J.S.A. 34:5A N. J. Worker and Community Right to Know Act
- N.J.S.A. 52:17B-9.8a, -9.8c et al. Missing child defined; marking of missing child's record; notification of requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate
- N.J.A.C. 6:3-2 Chief school administrator
- N.J.A.C. 6:3-4.1 Supervision of instruction, observation and evaluation of 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 Pupil records
- N.J.A.C. 6:4 Equality in educational programs
- N.J.A.C. 6:5 Provisions for the education of homeless children and youth__
- N.J.A.C. 6:8 Thorough and efficient system of free public school
- N.J.A.C. 6:11-9.3(a) Authorization
- N.J.A.C. 6:11-9.4 School administrator
- N.J.A.C. 6:11-12 Commissioner's approval of acting administrators
- N.J.A.C. 6:11-13 Required Professional Development for Teachers
- N.J.A.C. 6:11-14 Requirements for Mentoring Novice Teachers
- N.J.A.C. 6:19 Comprehensive Educational Improvement and Financing Program
- N.J.A.C. 6:22-7.1 Long range facilities plans
- N.J.A.C. 6:23 Educational facilities; long range facilities plan
- N.J.A.C. 6:23A Educational facilities; capital project review__
- N.J.A.C. 6A:5 Regulatory equivalency and waiver__
- N.J.A.C. 6A:8 Standards and assessment__
- N.J.A.C. 6A:14 Special education

- N.J.A.C. 6A:15 Bilingual education__
- N.J.A.C. 6A:16 Programs to support student development
- N.J.A.C. 6A:23 Finance and business services
- N.J.A.C. 6A:24 Urban education reform in the Abbott districts
-
- N.J.A.C. 6A:27 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. 8:59-11.1 N. J. Worker and Community Right to Know Act
et seq.
- N.J.A.C. 12:100- 4.2 Adoption by reference

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

Manual for the Evaluation of Local School Districts (Revised August 1, 2000)

Bloodborne Pathogen Standard, 29 CFR 1910.1030

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

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA),
reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)