

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT  
JOB DESCRIPTION MANUAL**

**CENTRAL OFFICE ADMINISTRATION**

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**SUPERINTENDENT, CHIEF SCHOOL ADMINISTRATOR**

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or Certificate of Eligibility
2. Central office, school administration and teaching experience as determined by the Board.
3. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
4. Prior experience and demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Demonstrated leadership in curriculum development and implementation
6. Strong leadership and communication skills
7. Strong integrity and character
8. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:**

Board of Education

**SUPERVISES:** All district employees

**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 and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and

a minimum of waste 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 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, but may not delegate nor relinquish ultimate responsibility for the 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 District are reflected in its educational program and operations.
3. Provides for the timely completion of district, state and school-level reporting and planning requirements including school report cards, pupil performance objectives and reporting the NJDOE Quality Single Accountability Continuum to the public.
4. Reviews with staff all curriculum guides and courses of study annually. Recommends, for board adoption, curricula, courses and textbooks. Provides time schedules for evaluation and revision of curricula.
5. Ensures implementation and evaluation of all board-approved written curricula for all subjects and inclusion of mandated programs to meet New Jersey Core Curriculum Content Standards.
6. Encourages staff to develop programs, services and projects which reflect high expectations, instructional rigor, diversity, alternatives, and flexibility, while also assuring articulation among grades in the district and between/among sending districts, resulting in an articulated, consistent education for all students.
7. Ensures the effectiveness of the new and existing instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
8. Seeks out available sources for grant funding to support programs and projects.

9. Keeps professionally current and informed on research-based educational practices to ensure the district's curriculum and programs follow best practices in education.
10. Reports to the Board of Education regarding the status of the educational programs and the facilities needed to support instructional goals of the district.

## **B. Personnel Administration**

1. Mentors staff and demands high performance of staff members at all levels. Implements sound personnel practices. Define the duties of all personnel with detailed job descriptions and organizational charts.
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 candidates for professional and nonprofessional positions have appropriate certification and that background checks are completed prior to employment.
5. Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certifies and noncertified employees for contract renewal and/or tenure appointment.
6. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of administrators, teaching and non-teaching personnel of the District.
7. Provides direction and serves as a resource for the Board of Education during negotiations with employee bargaining units.
8. Supervises administration of collective bargaining agreements.
9. Recommends and implements the district's professional development plan to promote district objectives and maintain compliance with state and federal mandates.
10. Assumes responsibility for the maintenance of appropriate documentation and timely submission of all required reports.

## **C. Management of Finance and Facilities**

1. Ensures that the budget meets the district's current goals and anticipates future needs. Prepare the annual proposed budget and provides adequate opportunity for the Board's discussion and deliberation prior to approval.

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 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 year) comprehensive maintenance plan.
5. Ensures that a comprehensive security plan is implemented, including coordination with local, state and federal authorities where appropriate. Plan is evaluated and updated on an ongoing basis to reflect best practices in school safety.
6. Oversees school facility management to provide a safe, efficient and attractive building, with strong emphasis on preventative maintenance and custodial care.. Ensures annual inspections of the school building for adherence to health and safety codes.
7. Continually assesses business management practices to achieve efficiency.
8. 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 students with disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for students who are experiencing difficulties in their classes and who have not been classified as needing special education services.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
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, student wellness programs and services, and college and career readiness programs and services. Ensures that programs align with Board goals.
6. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

7. Develops and implements policies for student discipline and conduct standards.
8. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be available pursuant to law and submits an annual written report to the executive county superintendent.

#### **E. School/Community Relations**

1. Ensures effective communication between the board and the staff of the school.
2. Promotes community involvement in and support of the school. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
3. Is responsible for news releases, social media posts and/or other items of public interest emanating from district employees that pertain to educational matters, policies, procedures, school related incidents or events. Maintains contact and good relations with local media.
4. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
5. Sets protocols and procedures for parent-staff communications. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Oversees administrative and communications teams. Maintains contact and good relations with local media, and interfaces with the entire school community through a variety of media and social media options.
7. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
8. Establish and maintain liaison with other school districts, the NJ Department of Education, colleges and universities, and the U.S. Department of Education.

## **F. Responsibilities to the Board**

1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Serves as a non-voting member of the board of education and a non-voting ex-officio member of all committees created by the board, to participate in discussions and serve as a resource. The CSA will not count toward the quorum of the committee.
3. Prepares and recommends short and long-range plans for board approval and implements those plans when approved.
4. 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.
5. Understands board policy and respects the policymaking authority and responsibilities of the board.
6. Advises the board of the need for new, revised, or deleted policies and prepares policy drafts for board approval.
7. Collects adequate and reliable information before making recommendations and decisions.
8. 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.
9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
10. Anticipates potential problems. Recommends policies or courses of action.
11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required records are maintained.
13. 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.
14. 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.

15. Prepares the agenda for board meetings in consultation with the board president. Prepares and submits 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.
16. Follows up and executes all board decisions by developing specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
17. Coordinates the drafting, adopting and reporting of district goals and objectives.
18. Ensure adequate records for schools, including a system of financial accounts, business and property records, personnel records, school populations and scholastic records are maintained. Act as a custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
19. 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.
20. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
21. Acts on own discretion if action is necessary in any matter not covered by Board policy, reporting such action to the Board as soon as practicable.

#### **G. Policy Development**

1. As chief school administrator, carries out the policies of the board exhibiting common sense in the implementation of policy and the interpretation of policy language.
2. Recommends drafts of new policies or changes to the board based on district needs and regulatory requirements. Establishes guidelines and processes for monitoring implementation of board policies.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
4. Makes such rules, procedures/guidelines and forms and gives such instructions to school employees and students as may be necessary to implement board policy.
5. Supervises the efficient maintenance and dissemination of all board of education policy documents.

## **TERMS OF EMPLOYMENT**

Twelve months. Appointed for a period of three (3) to five (5) years. Serves in accordance with the terms of the contract between the Board and the Superintendent, Chief School Administrator. Salary to be determined by the Board, with prior approval by the Executive County Superintendent.

## **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, as well as in accordance with the contract between the Board and the Superintendent, Chief School Administrator.

## **BOARD APPROVAL DATE(S):**

- First Approval: October 9, 2018 by the Rumson Fair Haven Regional High School Board of Education.
- Updated Approval: February 8, 2022 by the Rumson Fair Haven Regional High School Board of Education.