

SCHOOL DISTRICT OF THE CHATHAMS

Educational Administration

TITLE:	Assistant Superintendent of Schools
QUALIFICATIONS:	<p>Ten years or more of experience in teaching and school administration</p> <p>An earned master's degree with a major in educational administration An earned doctoral degree in education or related field (preferred)</p> <p>One or more of the following certificates:</p> <ul style="list-style-type: none">• School Administrator (preferred)• Principal• Supervisor <p>Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements</p> <p>Required physical examination, meeting standards outlined in the District Physical Examination Form.</p> <p>Such additional qualifications as the Board may deem appropriate.</p>
PRIMARY FUNCTION:	To direct the instructional, curricular, assessment, and professional development programs of the school district
REPORTS TO:	The Superintendent of Schools
SUPERVISES:	Content-Area Supervisors, Directors, Principals, and other staff as directed by the Superintendent

AREAS OF PERFORMANCE AND RESPONSIBILITIES: (Adapted from ISLLC Standards, NPBEA, 2007)

ISLLC Standard 1

An educational leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

SDOC Functions:

- Works in collaboration with the Superintendent, Board of Education, and administrative team to forward initiatives and projects consistent with district priorities and expectations
- Establishes relationships with parents and other community members to better inform decisions and school district processes
- Interfaces with staff at all levels of the organization to exchange and promote ideas about ongoing improvement and growth

ISLLC Standard 2

An educational leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

SDOC Functions:

- Maintains knowledge base of instructional practices geared toward a diversity of learners, including students with special needs and students whose native language is not English
- Continually monitors the academic program of the district in all content areas and at all grade levels to ensure viability, efficacy, and compliance with state and national standards
- Is attuned to and monitors the learning climates in all school buildings and the district in aggregate
- Promotes the use of the most effective and appropriate technologies to support teaching and learning
- Articulates and facilitates the professional development programs in the district so that they promote student achievement, optimal learning environments, and learning capacity of all individuals in the organization
- Arranges for national and state experts to interact with staff in an effort to promote professional growth

ISLLC Standard 3

An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

SDOC Functions:

- Serves as chief administrator of the district in the absence of the Superintendent
- Secures and allocates instructional resources efficiently and responsibly
- Contributes to the creation of the annual school district budget
- Promotes and protects the welfare and safety of students and staff

ISLLC Standard 4

An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources

SDOC Functions:

- Collects and analyzes data and information pertinent to the educational environment
- Is accessible to all staff and community members, and is responsive to their needs or concerns
- Builds and sustains positive and productive relationships with families, caregivers, and community partners

ISLLC Standard 5

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

SDOC Functions:

- Investigates and recommends programs and initiatives grounded in the best interest of students
- Helps ensure a system of accountability for the academic, social, and emotional development of students
- Treats staff members fairly and makes employment recommendations base on what is in the best interest of students
- Considers the moral and legal consequences of decision-making
- Implements all state requirements and district policies and fulfills all statutory responsibilities to the Board of Education, the State Department of Education, and the federal government
- Models principles of self-awareness, reflective practice, transparency, and ethical behavior

ISSLC Standard 6

An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

SDOC Functions:

- Takes part in national, state, and regional curricular, assessment, and professional development organizations to remain abreast of current issues and represent the interests of the School District of the Chathams
- Informs the Board of Education, parent groups and community of district programs and academic achievement of students
- Assists in the development of the annual school budget, communicating the need to invest in key district programs and publicizing the benefits of such

TERMS OF EMPLOYMENT: Twelve months

EVALUATION: In accordance with Board of Education policy and in compliance with all New Jersey statutes and regulations

APPROVAL DATE: 03/12/2012