

GLASSBORO PUBLIC SCHOOLS

Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Assistant Superintendent**

QUALIFICATIONS: Principal and/or School Administrator Certification Required. Extensive work experience and knowledge in educational programs, curriculum development and certification.

REPORTS TO: Superintendent

JOB GOAL/MAJOR FUNCTIONS:

The Director of Curriculum & Instruction coordinates the educational program in Pre-Kindergarten through Grade 12. Supervises over the Supervisors of Curriculum & Instruction and Central Office Assistant.

I. CURRICULUM:

1. Provide the leadership in the development and revision of the curriculum; oversee the district's professional development plan.
2. Coordinate all curriculum activities (Pre-K-12) in coordination with the building principals.
3. Maintain achievement of balance in the curriculum and articulation between schools.
4. Plan with building principals to coordinate in-service programs and professional development.
5. Provide for curriculum experimentation in coordination with the building principals.
6. Evaluate instruction for the purpose of overall program improvement.
7. Provide a summation on the progress of the district Curriculum Committees on the Director of Curriculum's Monthly Report.
8. Coordinate summer programs including:
 - a. In-Service Workshops
 - b. Staff Development Programs
 - c. Curriculum Development and Revisions
9. Attend monthly meeting of the Gloucester County Curriculum Consortium at the Gloucester County Office of Education.
10. Monitor student assessment data districtwide and make modifications in consultation with the Superintendent to enhance student achievement. Provide recommendations to Principals.

11. Review/conduct evaluations for new textbooks.
12. Monitor the district's Five-Year Textbook Plan, Curriculum Plan, and Assessment Plan.

II. PERSONNEL: A. CERTIFIED STAFF

1. Review vacancy notices for all positions in the district/develop job descriptions for new positions/New Hire Personnel File.
2. Assist in evaluation of teachers and supervisors.
3. Solicit, secure, and process the applications of all candidates for professional positions, aides, and substitutes.
4. Evaluate the credentials of candidates for all professional positions to determine the candidates' ability to meet certification requirements or specific position qualifications.
5. Assist the Superintendent, when requested, conducting interviews or finalists.
6. Work closely with the appropriate professional administrators in preparing adequate documentary materials to present in support of recommendations for the hiring of professional staff members.
7. Maintain and update the files of all professional personnel regarding certification needs or changes and subsequent salary status changes resulting from certification changes or additional college credits earned by all professional staff members.
8. Notify or remind all professional staff members periodically of their certification and/or salary status and, where necessary, seek the help of other appropriate district administrators to guarantee that all certification requirements or position qualifications are being met.
9. Assist principals, when requested, to conduct observations of non-tenure personnel or personnel on an assistant plan.
10. Review requests and finalize changes of professional pertaining to certification needs and subsequent salary status changes of additional college credits earned by professional staff.
11. Report all pertinent personnel records keeping information affecting the business office to the Superintendent and Business Administrator.
12. Inform all appropriate district personnel of changes or new requirements related to the hiring or certification of all professional staff members.

13. Review monthly report to the County Office listing new hires and/or transfers of teachers/administrators within the district.
14. Oversee Annual Report of Certificated Staff for Department of Education.
15. Monitor reports submitted to the State Department of Education for the Provisional Teacher Program/PLRMS Report.
16. Read and sign all certified staff observations, Professional Development Plans, and SGOs.

B. NON-CERTIFIED STAFF

1. Maintain active file of applications received for aide positions.
2. Maintain individuals personnel file for each aide.
3. Send evaluation forms to administrators each school year and ensure that all signed evaluation forms are returned and filed accordingly.
4. Review completed evaluation reports of aides.
5. Review annual aide contracts and accompanying letter.

III. FEDERAL & STATE GRANTS:

1. Develop and coordinate the use of the following Federal and State Grants:
 - A. ESEA-ESSA Grant/Includes Carry Over
 - a. Title I
 - b. Title II
 - c. Title III
 - d. Title IV
 - B. Coordinate Title 1 Programs along with supporting documentation
 - C. Carl Perkins Grant
 - D. Early Childhood Grant
 - E. Bilingual Waiver

IV. STATE MANDATED PROGRAM-MULTI-YEAR EQUITY PLAN:

1. Develop the Comprehensive Equity Plan
2. Submit the Annual Report to the:
Gloucester County Office of Education
Office of Bilingual Education and Equity Issues
3. Serve as the district's Affirmative Action Officer

4. District HIB Coordinator
 - Submit mandated reports to county office
 - EVVRS Report to BOE
5. Complete Annual Survey of Children in Institutions for Neglected or Delinquent Children

V. OTHER:

1. Attend Instruction Committee Board of Education meetings.
2. Coordinate Policy Development related to educational issues.
3. Coordinate Professional Development Program with (Rowan University-PDS Partnership).
4. Plan and facilitate monthly New Teacher Orientation program.
5. Serve as a lead for the district's Professional Development Committee.
 - A. PDP Building Level Plans
 - B. PDP SOA
6. Coordinate the Gloucester County and Glassboro School District's Teacher Recognition Program.
7. Provide a liaison between the school system and Rowan University, placement of student teachers and students in the Glassboro Schools.
8. Homeschooling:
 - A. Review requests of parents for Homeschooling of students
 - B. Request Board of Education approval
 - C. Notify parents after request is approved by BOE
9. Coordinate the Alternative High School Program.
10. Provide a liaison between the school system and the Glassboro Municipal Alliance/Glassboro Meetings.
11. Coordinate building level education objectives.
12. Provide to the Gloucester County Superintendent of Schools in August:
 - A. Building Level Objectives for each school
 - B. Written report of the attainment of each school's objectives for the prior year
13. Prepare the district's Quality Single Accountability Continuum (QSAC) DPR and follow up plans as needed.
14. Attend ESSA Family Nights

15. Attend Back to School Nights, Concerts, and Assemblies

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and work year to be established by the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved
11/20/2019