

# **MONMOUTH REGIONAL HIGH SCHOOL**

## **TITLE SUPERINTENDENT OF SCHOOLS**

**Reports to:** Monmouth Regional High School Board of Education

### **Nature and Scope of the Job:**

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, equipment, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

Further, to advise the Board of Education on all staffing recommendations for hire and assignment, and keep the Board of Education aware of necessary policy changes, and legislative changes as they relate to the district.

Lastly, to be a representative to the community regarding educational programs at Monmouth Regional High School.

### **Qualifications:**

1. Holds a valid NJ School Administrator Certificate
2. Minimum of eight (8) years' experience of successful experience in teaching, administration, and/or supervisory fields in public education with appropriate certification
3. Desirable to have Central Office Administration experience
4. Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development, school finance and school improvement
5. Strong interpersonal and communication skills with the students, staff and community
6. Demonstrates sensitivity to cultural diversity
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Maintains physical and mental capacity of performing the functions of Superintendent.

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### **Employment Terms:**

Twelve (12) months with vacations as determined employment contract with the Monmouth Regional High School Board of Education. Employment contracts to be three to five years in duration, as prescribed by State Law and mutually agreed to by the Board of Education and the Superintendent.

### **Job Functions and Responsibilities:**

1. Shall have a right to a seat on the Board and the right to speak on all educational matters, but not the right to vote (18:7-70 1956 Revised). Shall attend all regular and special meetings of the Board and shall represent it at all activities pursuant to the administration of the school system).
2. Interprets for the staff and implements all Board policies and all state laws relevant to education.
3. Interprets and clarifies the purposes and needs of the school system to Board, staff, students, and public.
4. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
5. Represents the Board as liaison between the school district, sending districts, and the community.
6. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school and the community.
7. Exercises leadership in the development and execution of the school community relations program.
8. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
9. Keeps the Board informed about the status of the school system as well as educational trends and practices.
10. Assumes responsibility for the overall financial planning of the district and for the preparations of the annual budget, and submits it to the Board for review and approval.
11. Initiates and guides the development of policies for Board consideration, and develops such administrative rules and procedures as may be necessary to implement Board policies.
12. Develops and recommends to the Board of Education long and short term plans consistent with the overall philosophies and objectives of the school system.
13. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
14. Files, or causes to be filed, all reports required by the state and the school code.
15. Makes recommendations to the Board for the selection of personnel of the district and demonstrates an understanding of labor relations in the supervision of personnel.

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16. Makes and records assignments and transfers of all employees in keeping with their qualifications and appropriate certifications.
17. Employs such personnel on a temporary basis as may be necessary, within the limits of budgetary provisions and subject to Board's approval.
18. Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.
19. Recommends to the Board for final action the hire, promotion, salary changes, demotion, increment withholding, or dismissal of any employee, or contractor.
20. Prescribes rules for the classification and advancement of students, and for the transfer of students from one program to another in accordance with published policies.
21. Summons employees of the district to attend such regular and occasional meetings or conferences as are necessary to carry out the educational program of the district.
22. Supervises methods of teaching, supervision, and administration in effect in the school.
23. Attends such conventions and conferences as are necessary to keep abreast of latest educational trend, after consultation with the Board.
24. Approves attendance at conferences or conventions of any staff member.
25. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
26. Serves as the chief educational leader and shall exercise leadership with administrative and faculty members in preparation of courses of study, selection of textbooks, developing guidance programs and purchase of supplies, equipment, library books, and other educational materials.
27. Makes all administrative decisions in a timely fashion necessary to the proper function of the school district.
28. Is responsible for scheduling, either directly or through delegation, the use of buildings and grounds by all groups and/organizations.
29. Approves vacation schedules for all district employees.
30. Conducts periodic district administration meetings on a routine basis.
31. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
32. Directs studies and planning related to school organization and school plant requirements.
33. Shall recommend the expulsion of students according to statutes and regulations of the Board.
34. Shall have authority to close schools due to inclement weather.
35. Demonstrates a sense of creativity in problem solving.
36. Performs such tasks as may from time to time be assigned by the Board.

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**Evaluation:**

Performance on this job will be evaluated by the Board of Education annually in accordance with the provisions of the Board's policy 2131 Evaluation of the Superintendent.

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**Approved**

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**Date**

**First Reading Board of Education: October 6, 2015**