

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Assistant Superintendent of Schools**

### **QUALIFICATIONS:**

1. School Administrator Certification
2. Successful experience in teaching and curriculum development
3. Strong leadership and communications skills

**REPORTS TO:** Superintendent

### **RESPONSIBILITIES:**

#### **A. Staff Development**

1. Develop short and long-term staff development goals and plans; maintain Mandated Continuing Education records
2. Arrange district inservice programs and summer workshops
3. Supervise district instructional consultants
4. Approve out of district workshops
5. Approve graduate coursework credit and tuition reimbursement
6. Develop new teacher orientation program
7. Maintain professional library
8. Coordinate the Student Teacher Program

#### **B. Curriculum/Personnel**

1. Accept direct responsibility for curriculum and instruction K-12, and as such delegate responsibility and issue directives to professional staff relative to matters pertaining to the program of instruction

2. Implement the district's goals for curriculum evaluation, revision, and strategic planning
3. Supervise curriculum committees
4. Supervise Curriculum Specialists and Administrative Interns
5. Effect K-12 vertical and horizontal curriculum articulation
6. Coordinate district compliance with New Jersey State Content Standards
7. Align curriculum with testing and evaluation instruments
8. Develop assessment standards and instruments including student report cards
9. Establish and maintain appropriate personnel records for all staff members
10. Responsible for substitute teacher service
11. Approve field trips
12. Seek the recruitment and selection of a competent, professional staff
13. Evaluate, recommend employment, reappointment and transfer of the educational personnel to the Superintendent, as well as recommend disciplinary measures to discharge such personnel
14. Evaluate administrative and supervisory personnel as assigned by the Superintendent
15. Work collaboratively with principals to develop new courses, programs, and student requirements
16. Coordinate the district Basic Skills Improvement Program and Teaching Assistant Program
17. Assist with the development of the budget for instructional services
18. Coordinate the district's state and federal compliance efforts and district reporting to the State Education Department (QSAC, State Performance Report, Fall Report, Consolidated Grant)
19. Attend meetings of the Board of Education as requested