

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Superintendent**

### **QUALIFICATIONS:**

1. NJ School Administrator Certification
2. Other qualifications as set by the state board of education
3. Such other qualifications as may be specified by the Board

**REPORTS TO:** Board of Education

### **RESPONSIBILITIES:**

1. Evaluate the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, personnel procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program
2. Plan for both current situations and for long-range development of program improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board
3. Report on the results of evaluation efforts and recommended plans for improvement to the Board and to the general public through speeches, news releases, and school community activities
4. Serve as the representative of the Board in handling public complaints and criticisms of any phases of the school system, bringing unresolved problems to regular or special meetings of the Board
5. Make recommendations to the Board, in consultation with other appropriate personnel, concerning the employment, promotion, or separation of all personnel
6. Accept full responsibility, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, and the placement of all personnel
7. Provide for in-service professional growth of all personnel responsible directly to the superintendent

8. Coordinate the efforts of all personnel in working toward the achievement of established goals
9. Establish, subject to Board approval, rules and regulations for the implementation of Board policies
10. Ascertain from the appropriate sources that all instructional personnel shall meet all the qualifications for their position or title, as established by the law and/or by the Board of Education
11. Direct generally all employees of the instructional staff in the school district
12. Oversee compliance with all appropriate state regulations and guidelines
13. Visit the schools and examine their condition and progress
14. Perform such other duties as may be assigned by the Superintendent or designee