



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Assistant Superintendent: K-12 Program

QUALIFICATIONS: New Jersey School Administrator Certification
New Jersey Principal Certification
New Jersey Teaching Certification
Five years administrative experience
Five years teaching experience

PRIMARY FUNCTION: Provides district level leadership in monitoring, designing, and implementing curriculum and provides leadership in the continuous development and improvement of the instructional program.

REPORTS TO: Chief School Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Provides district level leadership in monitoring, designing, and implementing curriculum.
 - 1. Responsible for the coordination of all open teaching positions in the K12 program as well as participating in teacher interview and hiring process along with the principals.
 - 2. Coordinating and accounting for all state and federally mandated teacher and principal training requirements in the District.
 - 3. Coordinates all K12 disciplinary dispute resolution needs including board appeals.
 - 4. Coordinates the K12 school counseling service needs including staffing needs, professional development, group counseling work, program needs in the secondary and elementary divisions and the hiring process.
 - 5. Operates as the District's home and school coordinator leading and coordinating the student registration process for all school sites including coordinating with the business office on attendance and registration anomalies.
 - 6. Coordinates the homebound attendance program working with all school sites on coordinating teacher placement and the attendance and payment process of homebound instruction.



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7. Operates as the District Affirmative action liaison
8. Provides coordination and leadership to evaluate all K12 staffing, tenure, transfer, and dismissal decisions including paraprofessionals. The superintendent, Curriculum Director, and Special Education Director will assist the Asst. Supt. in this construct.
9. Evaluates all paraprofessional needs throughout the district and coordinates along with the Director of Special Education all training associated with paraprofessionals in the District.
10. Works with principals to coordinate the overall K-12 program including Athletics.
11. Coordinates all K-12 Principal meetings and admin council professional development programming along with the superintendent and chief academic officer.
12. Coordinates all HIB incidents with building principals and the District HIB coordinator. Communicates with parents, prepares all necessary letters to parents, prepares all reports for the board, and coordinates all board hearings pertaining to the HIB law.
13. Coordinates all comprehensive and strategic planning for the district.
14. Coordinates with colleges and principles on student teacher placements.
15. Leads the district diversity initiative and coordinates all diversity plans and activities with each building.
16. Coordinates the creation and update of all student and faculty handbooks and building course of study guides.
17. Serves as liaison to the board policy committee, responsible for updating and creating board policies.
18. Budgets for and approves professional development conferences for principals and works closely with principals on approving all teacher conferences within the budget. Coordinates with the Curriculum Director on all Title 2 grant money allocations.



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19. Supervises the school safety coordinator and is responsible for school safety and security and all five school sites including posttension crises response team at the District and building levels.
20. Assists the Board of Education is advertising and selecting a student board representative.
21. Responsible for determining and communicating all weather delays and emergencies school closings to the community along with the superintendent.
22. Act as school safety conductor, responsible for school security at all 5 school sites. Oversees The District Safety Coordinator and Standardized Test Supervisor position.
23. Coordinates and completes all reports needed of the state mandated QSAC reporting process.
24. Compiles, coordinates, and insures completion of all evaluation related student growth observations and state mandated teacher and principal evaluations.
25. Responsible for the completion and submission of the comprehensive equity plan to the board, county, and state offices.
26. Supervises and coordinates all aspects of the gifted and talented program in concert with gifted and talented coordinators in the District.
27. Coordinates with board and K-12 program all field trip approvals.
28. Coordinates in all of K-12 home-bound instruction programs along with the guidance counselors.
29. District coordinator responsible for serving as the McKinney Vento Liaison for homeless children and Educational Stability Liaison for foster care children.
30. Coordinates the nursing and medical programs for the District including staffing, trainings, and problem soliving
31. Performs other tasks, assumes such duties as may from time to time be assigned by the chief school advisor.



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- B. Provides leadership in the continuous development and improvement of the instructional program.
 - 1. Communicates to the chief school administrator the requirements and needs of the district as perceived by staff members in all K-12 schools.
 - 2. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
 - 3. Assists the superintendent and chief academic officer with district leadership initiatives communicating and carrying out board goals and objectives within the K12 organization.
- C. Supports the chief school administrator in the completion of his duties.
 - 1. Insures documentation necessary to meet N.J. and Federal guidelines regarding curriculum and instruction are present. Completes reports required.
 - 2. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall district objectives and programs.
 - 3. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
 - 4. Establishes and maintains professional dialogues with instructional staff and observes teachers formally in their classrooms upon request of the principals and/or superintendent.
 - 5. Provides leadership in optimizing staff usage to include transfers, tenure and retention decisions, and recommending positions necessary for proper implementation of curriculum.
 - 6. Performs such others tasks and assumes such other duties as may from time to time be assigned by the chief school administrator.

TERMS OF EMPLOYMENT: 12-month position.



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- SALARY:** Determined by the Board of Education in consultation with the Chief School Administrator.
- EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.
- BENEFITS:** Benefits are available for full time employees according the negotiation contract.

BOE Approval Date:
BOE Review Date: