



Township of Union Public Schools

ASSISTANT SUPERINTENDENT OF STUDENT SUPPORT SERVICES TOWNSHIP OF UNION PUBLIC SCHOOLS (TUPS)

Job Description

REPORTS TO: Superintendent of Schools

JOB GOALS:

To work closely with the Superintendent of Schools to ensure the smooth daily operation of the school district. To oversee all parental concerns/complaints for the Township of Union Public Schools (TUPS) and ensure timely response and resolution. Oversee student support services and ensure that all school administrators meet the needs of all students. Continually assess the school district's needs to create a positive climate and culture that promotes student growth and achievement for all TUPS students. To facilitate the effective management, coordination, direction, and oversight of all staff members in alignment with the district's vision and objectives for TUPS. To fulfill all responsibilities assigned by the Superintendent and Board of Education (through the Superintendent) transparently and ethically. Supervise and evaluate staff as directed by the Superintendent of Schools or assigned departments. To work collaboratively to lead and nurture members of the staff to ensure effective communication with parents, members of the school community, and the community at large.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but are not limited to the following:

General:

- Strictly adhere to all policies, regulations, and procedures the Board of Education and Administration sets forth.
- Maintain confidentiality about all students and staff according to state and federal laws and district policies and regulations.
- Participate in interviews for principals, supervisors, and other positions as requested by the Superintendent.
- Evaluate school administrators and district staff as assigned by the Superintendent of Schools.
- May serve as a member of all negotiating teams as expected by the Superintendent.
- May serve as the representative of TUPS for community events throughout the school year.
- Liaises with professional, civic, volunteer, municipal, state, and other agencies and groups interested in the TUPS.
- Collaborates with the Superintendent in developing and implementing strategic plans that align with the district's educational priorities.
- Provides visionary leadership to advance the district's mission and objectives, promoting a culture of continuous improvement.



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- Consistently reviews all state and federal laws, regulations, and policies related to student support services, special education, and teaching and learning and ensures district compliance.
- Advises the Superintendent and Board of Education on legal and regulatory matters affecting student support services, special education, and teaching and learning.
- Coordinate the annual review and update of the Student Discipline/Code of Conduct Policy.

Student Support Services:

- Provides the requisite oversight and evaluation of school operations to ensure a climate and culture that promotes student growth and achievement for all children TUPS.
- Collaborate with the principals in the oversight of the administration of appropriate student services for all students, including students who may be at risk, disabled, gifted, talented, etc.
- Visit and monitor schools as needed to make appropriate educational and operational assessments.
- Coordinate all school support services and ensure effective implementation.
- Ensure ongoing review of student data to address any concerns regarding student attendance, student achievement, and student support services.
- Oversee all parental concerns/complaints for the TUPS and ensure timely response and resolution
- Assist the principals with the development and implementation of effective and efficient procedures and practices that are student-centered
- Collaborate with the Superintendent in the development and delivery of the professional development opportunities provided to administrators and staff
- Provide consultation and guidance to administrators and staff in dealing with all student matters
- Responsible for ensuring the timely submission of all state and federal reporting regarding HIB, Violence and Vandalism, Homeless, and Civil Rights.

Special Education:

- Responsible for ensuring oversight, implementation, monitoring, compliance, and supervision of the Special Education program
- Oversee the development of the district-wide special education budget in collaboration with the Director of Special Education and the TUPS Business Administrator
- Work in collaboration with the Director of Personnel, Director of Special Services, Supervisors of Special Education, and building principals to recruit, select, and recommend special education professional staff.
- In collaboration with the Director of Special Services, assist in evaluating the effectiveness of existing special education programs and recommend changes as needed.
- Periodically review the district's students' needs and oversee the creation of new and innovative programs that meet the needs of special education students.



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- Oversee the development and submission of the state and federal governments' Individuals with Disabilities Education Act (IDEA) grant and other federal/state grants pertaining to the Special Education Department.
- Review Board of Education policies and provide input regarding special education code.
- Coordinate with the Director of Special Services, Board attorney, and the New Jersey Department of Education when needed and prepare documentation for due process/mediation cases.
- Participate in due process hearings and settlement discussions when requested.
- Ability to assist the Director of Special Education and the TUPS Attorney in Special Education litigation cases
- Ensure the extraordinary aid application is completed and maintain backup documentation for monitoring and audit purposes.
- Collaborate with all stakeholders regarding grants, tuition contracts, and state reporting.
- Oversee administrators' supervision of teachers, paraprofessionals, related services, and special education programs.
- Oversee the Director of Special Education and Supervisors of Special Education in the preparation and implementation of all Special Education programs.
- Participate in and support the Special Education Parent Advisory Group (SEPAG) in conjunction with the director of special education.

Teaching & Learning:

- Assist in identifying, recruiting, and promoting excellent teachers and other school-based staff.
- Monitor the development, revision, and implementation of K-12 vertical curriculum in all subject areas, including alignment to resources, assessment recommendations, suggested teaching strategies, and classroom activities, and ensure that curricula are aligned to national and state standards.
- Provide all district leaders with the tools, support, and training needed to refine and articulate the overall instructional strategies for schools, including attention to different learning styles, different cultural backgrounds, low-ability readers, multilingual learners, and students with advanced capabilities.
- Provide professional development for district leaders that is aligned with the school district's mission and vision and leveraged by data points necessary to impact student learning outcomes.
- Ensure that TUPS district leaders consistently collaborate and update the Assistant Superintendent of Student Support Services on all relevant matters.
- Ensure the TUPS administrators establish specific, targeted student performance goals and create plans for implementation for curriculum, assessment, instructional practice, and professional development.
- Support district leaders in day-to-day leadership to ensure driven results.
- Ensure that the TUPS complies with the New Jersey Quality Single Accountability Continuum (NJQSAC), the New Jersey Department of Education's monitoring and district self-evaluation system, as requested by the Superintendent of Schools.



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Other:

- Oversee and redevelop district practices and procedures regarding the New Jersey McKinney-Vento Education for Homeless Children and Youth Program.
- Responsible for ensuring exceptional statutory, regulatory policy, and program framework to support the prevention, remediation, and reporting of harassment, Intimidation, and Bullying HIB in schools.

QUALIFICATIONS:

- Valid New Jersey School Administrator certificate or certificate of eligibility
- Master's degree in Educational Administration or leadership preferred
- Demonstrated successful central office and school administrative experience
- Demonstrated ability to effectively communicate with a wide variety of constituencies, both verbally and in writing
- Skilled as both a negotiator and consensus builder
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
- Valid New Jersey Drivers' License
- Required criminal history background check and eligibility to work in the United States
- All applicants must meet NJ Residency requirements as per the "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment may be required for this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward;

Strength: pushing, pulling, or carrying is occasionally required; to lift, push, pull, and/or carry objects; ability to walk frequently;

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret, and apply information at a highly



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complex level essential for successful job performance; judgment and the ability to process information quickly, learn quickly, and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

SELECTION PROCEDURE:

- Review of credentials filed with the Superintendent of Schools
- An oral interview to determine an applicant's qualifications and aptitude for the position, as required
- The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT: Twelve-month work year

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

SALARY RANGE: Unaffiliated/based on background, training, and experience

Approved by: Township of Union Public Schools

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds through 18A:6-7.5 for disqualification from employment; exception

N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent

N.J.S.A. 18A:17-17 Certificate required

N.J.S.A. 18A:17-22 Assistant superintendent; duties

N.J.S.A. 18A:17-23 Suspension of assistant superintendent

N.J.S.A. 18A:21-34 School Ethics Act

N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.A.C. 6A:5 Regulatory equivalency and waiver

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards See particularly: N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-12.3 Authorization N.J.A.C. 6A:9-14 Acting administrators



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N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:9-16 Required professional development for school leaders

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:15 Bilingual education

N.J.A.C. 6A:26 Educational facilities

N.J.A.C. 6A:27 Student Transportation

N.J.A.C. 6A:28 School operations

N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff

N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act

N.J.A.C. 12:100-4.2 Adoption by reference Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq. Bloodborne Pathogen Standard, 29 CFR 1910.1030 Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act) Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.