

---

# UNION TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM,  
INSTRUCTION, ADMINISTRATION AND FUNDED PROGRAMS**

### **QUALIFICATIONS:**

1. A New Jersey School Administrator Certificate.
2. A master's degree in administration/supervision and/or curriculum/teaching-doctorate desirable.
3. Minimum five years of experience in a central office leadership position and/or as a building principal.
4. Demonstrates ability to work effectively in the areas of school administration, supervision of programs and staff, and K-12 curriculum.
5. Knowledge of Title I Programs and Grants
6. Knowledge of 21<sup>st</sup> Century Instructional Technology

**REPORTS TO: SUPERINTENDENT OF SCHOOLS**

**SUPERVISES: ASSIGNED PROFESSIONAL STAFF AS DETERMINED BY THE  
SUPERINTENDENT OF SCHOOLS**

**JOB GOAL:** To insure that the administration, supervision, and curriculum of the Union Public Schools are implemented as mandated by the state of New Jersey in the spirit and intent of the Board's policies, educational philosophy, goals and objectives.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists the Superintendent with district organization in the areas of management of assigned administrative personnel.
2. Provides leadership and guidance in developing district K-12 curriculum and implementation of summer programs.
3. Assists in the organization and supervision of procedures for the selection, placement, and evaluation of all district personnel.
4. Works with principals and the Superintendent in the selection, assignment, transfer, and evaluation of personnel.
5. Develops a process for monitoring all professional staff evaluation procedures and alerts the Superintendent to needs for early intervention of identified personnel.
6. Attends Board meetings including worksession, regular, and special meetings as scheduled. Prepares reports for the Board as the Superintendent may require.
7. Participates in the selection of and recommends for adoption of all textbooks and supplementary instructional materials.

8. Assists the Superintendent and other appropriate staff in the preparation and administration of the annual operating budget.
9. Uses the resources of his/her office to promote the interests of education through effective public relations.
10. Assumes responsibility for ongoing, systematic development and review of all aspects of the instructional program.
11. Assumes responsibility for compliance with federal, state, and district curriculum requirements.
12. Directs and supervises district staff development initiatives, and monitors the approval of conferences, workshops, and other professional visitations based upon district priorities for instructional improvement.
13. Directs and supervises testing, research/evaluation, and grant management procedures as needed.
14. Maintains and implements all aspects of state and federal grant programs.
15. Coordinates and participates in standing district committees as assigned.
16. Monitors the grievance process and acts for the Superintendent when designated.
17. Maintains and provides enrollment statistics necessary for the planning and projecting of staff needs, building use, and pupil transportation, etc.
18. Assumes other responsibilities delegated by the Superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

**ADOPTED BY: UNION BOARD OF EDUCATION**