



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Assistant Superintendent of Administrative Services	
REPORTS TO:	Superintendent	
DATE APPROVED:	Revised/Readopted: June 2021	BY: Board of Education

NATURE AND SCOPE OF JOB:

Leadership and management responsibilities of the Assistant Superintendent shall extend to all phases of compliance, non-instructional operations and policy, and to the conduct of such other duties as may be assigned by the Superintendent.

QUALIFICATIONS:

1. Hold a New Jersey Administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.C.A. Title 6 Chapter 11 with School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master’s Degree or higher from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and at least five (5) years as a building principal and/or supervisor/administrator.
4. Demonstrate leadership in school improvement, program development, district operations, and related NJDOE evaluation systems, including NJQSAC and Achieve NJ requirements.
5. Knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
8. Demonstrate integrity and good moral character and initiative.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the County approved contract; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Serves as a contributing member of the District’s Leadership Team and collaborate with the other units on district initiatives and problems.
2. Coordinates all aspects of the State’s education monitoring and district self-evaluation system (QSAC).
3. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability with the assigned

department(s) and schools.

4. Provides educational leadership, administrative direction, supervision, and technical assistance and supports to department and district staff.
5. Attends board and committee meetings and prepares such reports for the Board as the Superintendent may request.
6. Coordinates all aspects of staff evaluation systems, including necessary updates, training and NJDOE Reporting.
7. Maintains a current and complete Policy Manual preparing drafts of new or revised policies for the review of the Superintendent and Board and ensuring the policy manual on the website is current.
8. Disseminates and interprets policies, regulations, procedures, and other important information to staff within the assigned department(s) and schools.
9. Recommends revisions in policy, regulations, and procedures to the Superintendent for review and/or Board of Education adoption.
10. Oversees Guidance and SEL Programming K – 12.
11. Supervises department staff and assigned school administrators relative to the duties and responsibilities outlined in the respective job description, including but not limited to: budget development and management, facility appearance, maintenance, and utilization, program implementation and effectiveness, staff, community, and parent involvement, labor relations, and staff and student performance. (Director of Special Services, the Director of Bilingual/World Languages and Guidance Supervisor).
12. Submits grant applications, program plans, corrective action plans, and staff performance reports on time and in accordance with statute, regulation and board policy.
13. Monitors NJDOE Broadcasts and ensures follow-up communication and compliance pursuant to announce timelines.
14. Maintains a positive, collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
15. Prepares statistical data relevant to NJDOE reporting, to support data analysis and district decision-making.
16. Coordinates grant submissions as related to the School-Based Youth Services Program, Title III and Title IV.
17. Oversees compliance with federal, state, county, and local program regulations in the areas of Administrative services and policy.
18. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
19. Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
20. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
22. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.