



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Assistant Business Administrator/Assistant Board Secretary

CLASSIFICATION: Non-Affiliated

REPORTS TO: Business Administrator

SUMMARY:

The Assistant Business Administrator responsibility is to assist the Business Administrator/Board Secretary (BA) in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

OVERALL GOAL:

The Assistant Business Administrator is responsible for managing and overseeing the Business Office, which encompasses the Accounting Unit, Accounts Payable Unit, Payroll/Employee Benefits Unit and Purchasing Unit.

This position performs complex school budgeting, fiscal reporting, and cost-effectiveness functions, oversees budgeting and accounting records, supervises payroll functions, and controls the maintenance and implementation of the budgetary development and accounting systems.

QUALIFICATIONS

- Holds New Jersey Certification as School Business Administrator
- Knowledge of accepted business practices, laws, and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, payroll processing, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
- Licensure as a Certified Public Accountant preferred but not required

ESSENTIAL FUNCTIONS:

- Assists the BA in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
- Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.
- Assists the BA in auditing and reconciling claims, invoices and demands against the board.
- Assists the BA in collecting and reconciling tuition fees and other moneys due to the board.
- Monitors all bank accounts, petty cash accounts, merchant accounts, and investment accounts, and performs all monthly bank reconciliations.
- Assists the BA in performing all necessary bank transfers and bank wires/ACH transactions.
- Assists the BA in processing unemployment insurance wage audit notices, payments, and reconciliations.
- Acts as certifying officer for all pension plans and is the pension liaison for staff questions.
- Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- Assists in administering the district's insurance/risk management program.
- Assists in the oversight of the preparation of the district payroll and custodial transactions and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing all board-approved employee benefit plans.
- Assists the BA in overseeing the operation and maintenance of school facilities and custodial

grounds and maintenance services. Helps to maintain required reports and inventory records.

- Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- Assists in the efficient operation of the district's Robbinsville Extended Day (R.E.D.) program; ensures that procedures are in accordance with law and regulations.
- Assists in the operation of the student transportation program.
- Assists the BA in maintaining records and papers of the board and makes public records available for public inspection.
- When assigned, attends district school board meetings and speaks on assigned topics. Assists in preparing the official meeting minutes and aids in handling correspondence to the board.
- Acts as Board Secretary at district school board meetings in the absence of the BA.
- Establishes procedures for effective cost analyses, analyzes and solves complex budgeting and accounting problems, implements accepted accounting principles.
- Conducts reviews of identified programs/services to determine their efficiency levels relating to appropriate criteria/goals.
- Implements an appropriate financial reporting system, including monthly updates and monthly closings.
- Maintains effective lines of communications with the administrative staff so that the needs of programs, services and materials are balanced with the annual budget.
- Works in tandem with business office staff, providing assistance as needed.
- Ensures that required audits are conducted within the required time constraints; Cooperation is given to the independent auditor; Information pertaining to conditions is disclosed; Corrective action plans are developed and presented as required; and, Oversees and reports on progress of implementing corrective action plans.
- Prepares and submits all reports relative to fiscal matters as required.
- Submits all claims for funds to appropriate governmental agencies.
- Assists in budget preparation for all funds and for grant programs.
- Provides training to district employees in the application of fiscal procedures.
- Performs fiscal studies related to self-sustaining programs, purchasing practices and other areas for improved financial performance.
- Performs the duties of Assistant Board Secretary.
- Performs all other duties as may be assigned by the Superintendent of Schools.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE: 04/25/2023



ROBBINSVILLE BOARD OF EDUCATION

JOB DESCRIPTION

JOB TITLE: Assistant Superintendent

CLASSIFICATION: Non-Affiliated

REPORTS TO: Superintendent

SUMMARY:

The Assistant Superintendent will assist the Superintendent by providing leadership to the professional staff to plan, implement, articulate, and evaluate all instructional programs and school district operations.

QUALIFICATIONS

- Experience in teaching and administration totaling at least ten years. Experience in curriculum development and administration (principal and/or central office staff) required. Master's degree with a major in education administration, curriculum, or directly related area. Graduate work beyond the master's or multiple masters is desirable.
- Hold a State of New Jersey Administrator Certification or Certificate of Eligibility.
- Demonstrated ability to work effectively in the area of school administration, and supervision of programs and staff.
- Strong leadership and communication skills.

ESSENTIAL FUNCTIONS:

1. The Assistant Superintendent is responsible for the character and quality of the total instructional program of the school system. The Assistant Superintendent has a direct line responsibility to the Superintendent of Schools. In a line relationship under the Assistant Superintendent are any and all Curriculum Supervisors.
2. The major function of this position relates to the overall instructional program, the course of study, course changes, innovations, research, recommendations on principals or other personnel related to instruction.
3. Another function of this position includes the necessity for the Assistant Superintendent to be knowledgeable of the demographic need of the district and provide annual updates to the district's demographic study. In addition, there are duties related to setting up programs for staff professional growth, those relating to selection of appropriate instructional materials, and the area of testing.
4. The Assistant Superintendent works closely with the Principals, Directors, and Supervisors but at the same time must assume a share of responsibility for decisions made by said personnel. All requests for in-service programs, including use of consultants, attendance at conferences, workshops, etc., channel through this office. This office bears a responsibility for implementing decisions and recommendations, which relate to curriculum, instruction, and other related aspects of the school program.

Curriculum and Instructional Program

1. Assist the Superintendent as he/she works with the staff to formulate an adequate philosophy of education that is acceptable to the Board of Education, the professional staff, and the community.
2. Provides the necessary leadership for the improvement of curriculum and instruction.
3. Work with the Leadership Team in development of goals for the various levels and curriculum areas – pre-kindergarten through grades twelve.
4. Work with the Leadership Team in the formulation of policies relative to pupil classification, marking, reporting and promoting, and to execute the policies, which are finally adopted.

5. Assume responsibility for determining the need for instructional staff specialists and other resource personnel, and to direct and coordinate their work so that they function as a smooth working team.
6. Works with the District Network Administrator in improving and evaluating established curriculum software and hardware.
7. Establish a system of standing committees in all curricular areas.
8. Approve all class trips so they follow a logical sequence of educational experiences in line with curriculum.
9. Approves professional workshops in accordance with administrative guidelines if in the best interests of curriculum improvement and attainment of professional goals.
10. Serves as chairperson ex officio of all curriculum committees.
11. Primary responsibility for the regular dissemination of information to the Superintendent, Board of Education, and community.

Staff Leadership

The Assistant Superintendent must be concerned with all district-wide matters pertaining to the instructional staff. He/she however, does not work alone. In carrying out all of the following responsibilities, he/she works with the Superintendent, Building Principals, Supervisors, and Directors.

1. Assume responsibility for developing a comprehensive policy and program of in-service education for the Leadership Team.
2. Assume responsibility for the promotion and supervision of curriculum organization, instruction techniques, and instructional materials.
3. Assume Responsibility for the development and operation of a comprehensive district-wide orientation program for new personnel.
4. Assume responsibility to keep up-to-date professionally by reading widely, attending professional meetings, visiting other school systems, and using any other means that will contribute to his/her professional growth.
5. Prepares projections of pupil population assignment and utilization of school plants to their maximum educational use with input from principals and appropriate Township resources.
6. Promulgates, interprets, and enforces all adopted policies of the Board of Education.

Curriculum and Instructional Materials

The Assistant Superintendent is involved in this function in the following ways:

1. Assume responsibility for advising the Superintendent on all budget items related to the instructional program. Assists with the preparation of the annual budget.
2. Assume responsibility for the establishment and operation of district-wide curriculum materials, audio-visual, and professional library center.
3. Assume responsibility for publishing of curriculum bulletins, guides, courses of study, pamphlets, and so forth, for use by the instructional staff.
4. Assume responsibility for the preparation of adequate reports and materials to provide the Superintendent and Board of Education with summary information relative to the curriculum, instruction, and personnel programs.
5. To arrange presentations, formal and informal, which will help inform the Board of Education and community of current programs.

Supervision

1. Serves in the absence of the Superintendent as the chief administrative officer of the district.
2. Observes and evaluates all Directors and Supervisors.
3. Performs at least one observation on all second-year non-tenured teachers.

Administrative Procedure

1. Responsible for the preparation and timely submission of all county, state, federal reports assigned.
2. Attends all meeting of the Board of Education as required by the Superintendent of Schools.
3. Presents the Quality Annual Assurance Report and state testing report to the Board of Education and community at the October Board of Education meeting.
4. Assembles all appropriate items in a timely fashion for submission to the Board Secretary for the Board agenda.
5. Arranges for the annual archiving of various records and sees that requests for such data are forwarded promptly.

Public Relations

1. Assumes primary responsibility for representing the Robbinsville Public Schools in the best and most professional manner possible.
2. Coordinate a district-wide public relations program to articulate the activities in our schools.
3. Respond to inquiries and complaints requested by members of the community.
4. Acts as District Office Liaison to the local news media in coordinating curriculum and program information that will help to inform the community of the programs conducted in the schools.

Performs other related duties as may be assigned by the Superintendent and/or requested by the Board of Education.

EVALUATION

Performance of this job will be evaluated by the Superintendent annually in accordance with state law and the Board's policy on evaluation of certified administrative staff.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE:



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Director of Curriculum, Instruction, and Assessment

CLASSIFICATION: Administrative

REPORTS TO: Assistant Superintendent

SUMMARY:

The Director of Curriculum, Instruction, and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's preK-12 curriculum and instructional services, federal programs, assessment, and assessment systems.

The Director ensures that the district/school preK-12 education objectives are aligned to state frameworks, standards and to instructional practices which yield the highest levels of student achievement and instructional excellence.

The Director of Curriculum, Instruction, and Assessment reports to the Superintendent and participates as a confidential member of the Superintendent's administrative team and council.

OVERALL GOAL:

Provide educational leadership by directing the formulation of district-wide goals, plans, policies and budgets, by recommending their approval by the district board of education and by directing their district-wide implementation. Oversee the administration and supervision of school-level operations, staff and programs.

QUALIFICATIONS

- Possess those qualifications as required by the State of New Jersey (School Administrator Certification preferred or Principal Certification).
- Those qualifications shall be considered minimum requirements.
- The board reserves the right to request that additional requirements be met.
- Any exceptions to these requirements as determined by the Superintendent.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction (preK-12)

- Responsible for collaborating with the Business Administrator on the development and implementation of federal or state aid programs.
- Support all aspects of district preK-12 instructional, curriculum and integration of technology.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to preK-12 curriculum and instruction, assessment, and technology.
- Report periodically to the board on all preK-12 curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent preK-12 intervention (I&RS) system.
- Supervise and coordinate the implementation of the preK-12 teacher evaluation system.
- Attend all county and state Curriculum Council meetings.
- Provide leadership and direction for the development, revision, and continuous improvement of

district preK-12 professional development plan.

- Plan and coordinate the budget process for acquisition of curriculum-related expenditures.
- Support all aspects of district instructional and curricular program to insure a continuous and consistent preK-12 program.
- Assist professional staff with the evaluation of curriculum material process.
- Attend all Board of Education meetings or as required by the superintendent.

Personnel (preK-12)

- Participate in the interview and selection process of the instructional staff as appropriate.
- Coordinate the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
- Participate in the supervision process of beginning preK-12 teachers through classroom observations and conferences.
- Supervise and evaluate building level principal and district staff, as outlined in the District Organizational Chart.
- Conduct formal and informal observations and supervision of staff.
- Conduct observations of any preK-12 teachers placed on an improvement plan.
- Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.
- Encourage ethical practices of teachers.
- Cooperate with administrative and supervisory personnel on the overall education program.
- Supervise and evaluate Instructional Assistants as needed.

General (preK-12)

- Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
- Attend and actively participate in professional association meetings and conferences at the local, county, state, and national levels.
- Promote and participate in the public relations program, including the district website and web pages.
- Serve on district-wide committees as needed.
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
- Establish an open line of communication with the community.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE:



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Assistant Director of Curriculum, Instruction, and Assessment

CLASSIFICATION: Administrative

REPORTS TO: Director of Curriculum, Instruction, and Assessment

SUMMARY

The Assistant Director of Curriculum & Instruction plans, implements, manages, and oversees programs that provide structures and supports to assure the effective implementation of the district's instructional framework and support principals in their school-based leadership of instruction. To accomplish these tasks, the assistant director works closely with the Office of Curriculum & Instruction staff, the community, school staff, and District administration.

QUALIFICATIONS

- Valid teaching certificate, valid principal's certificate, and/or valid school administrator certificate;
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations;
- Ability to calculate figures and amounts;
- Ability to design and implement research projects;
- Ability to define problems, collect and organize data, establish facts, and draw valid conclusions;
- Ability to work well with other people;
- Good verbal and written communication skills; and
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

ESSENTIAL FUNCTIONS

- Directly assists and advises the Director of Curriculum & Instruction in accomplishing the goals of the district;
- Manage Federal Programs;
- Monitor and maintain operational and fiscal resources for their set of services (ex.
- Title budget);
- Support development and ongoing implementation of strong programs;
- Facilitate curriculum adoptions and implementation;
- Develop and direct staff development and in-service training;
- Assure compliance with education laws, rules, regulations, policies, and procedures;
- Keep current with state academic content standards;
- Support the management and implementation of a comprehensive, articulated curriculum, instruction, and assessment program for the schools;
- Develop and provide ongoing professional development focused on best practices;
- Assists principals in leading their school-based instructional work with a lens on equity and serving all students;
- Research best practices, and innovations in the field and attends site visits for district and school improvement;
- Provide direct supervision of licensed and classified staff;
- Access and monitor the use of fiscal resources related to assigned programs;
- Develops proposals and grants for the purpose of implementing new programs;
- Support summer programs;
- Lead professional development for administrators and teachers in teaching to

- standards and instruction and assessment, as related to the instructional framework;
- Collaborate with experts in other fields to provide an integrated curriculum and to
- identify best practices to support diverse learners;

CERTIFICATION

Certification as an NJ School Administrator or NJ Principal is required.

EVALUATION

The performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on the evaluation of certificated personnel.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE:



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Assistant Director of Student Services

CLASSIFICATION: Administrative

REPORTS TO: Director of Student Services

SUMMARY

The job of Assistant Director of Student Services is to assist the Director of Student Services in oversight of curriculum, instruction, and supervision of the District's Student Services in accordance with New Jersey Administrative Code and District Policy and Regulation. These operations shall include, but are not limited to:

- Research and implementation of best-practice instruction in special education, curriculum development for special education,
- Program implementation,
- Staff supervision and child study support.
- The Assistant Director will also assist the Director of Student Services in the overall operations of the department in accordance with New Jersey Administrative Code and District Policy and Regulation.
- These operations include, but are not limited to:
- oversight and coordination of child study team services,
- school health services, speech and hearing services, special education, home instruction, homeless services, preschool, and non-public school services.

QUALIFICATIONS

- Valid teaching certificate, valid principal's certificate, and/or valid school administrator certificate;
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations;
- Ability to calculate figures and amounts;
- Ability to design and implement research projects;
- Ability to define problems, collect and organize data, establish facts, and draw valid conclusions;
- Ability to work well with other people;
- Good verbal and written communication skills; and
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

ESSENTIAL FUNCTIONS

- Guides development, implementation, and evaluation of curriculum and Special Education instructional services.
- Assists in the development of the budget for the Student Services Department.
- Keeps abreast of developments in all subject areas that impact special education and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
- Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
- Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
- Works with building principals on the improvement of individual staff competencies in special education.
- Communicates the approved curriculum to the professional staff and parents where it involves special services.

- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program for special education throughout the district. 9. Assists in the creation of and edits for publication of all curriculum guides and materials to include possible modifications for students with disabilities.
- Oversees the development of curriculum concerned with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated pK-12.
- Administers programs of in-service educational activities for special education or appropriate instructional personnel.
- Observes and evaluates teachers in their classrooms upon request of the Director of Special Student and offers insight for the enhancement of the teaching-learning situation.
- Assists in the review and implementation of the District's Strategic Plan goals as they pertain to the Special Student Department.
- Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
- Studies and evaluates, and, as appropriate, recommends the adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
- Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
- Gather information, review student performance data, and as needed, recommends changes in programming/curriculum for special needs students. Be responsible for coordinating the activities of the Child Study Team.
- Coordinating monthly report materials for all Child Study Team members in a timely fashion.
- Coordinating staffing of all students evaluated by the Child Study Team with teachers and parents.
- Attending County Child Study Team meetings as requested or in conjunction with the Director of Student Services.
- Assisting the Director in the maintenance and completion of mandated reports, and records, including State reports and compliance indicators. Performing other duties as assigned by the Director of Special Services.

CERTIFICATION

Certification as an NJ School Administrator or NJ Principal is required.

EVALUATION

The performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on the evaluation of certificated personnel.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE: