

# JOB DESCRIPTION

**TRENTON**  
**BOARD OF EDUCATION**  
**ASSISTANT SUPERINTENDENTS**  
**Assistant Superintendent for Elementary Schools (PreK-5)**

**JOB TITLE:** ASSISTANT SUPERINTENDENT FOR ELEMENTARY SCHOOLS (PREK-5)

**REPORTS TO:** Superintendent

**SUPERVISES:** Elementary Principals and other designated staff

**NATURE AND SCOPE OF JOB:**

Provides the requisite oversight and evaluation of principals, the instructional program and school operations to ensure a climate and culture that promotes student growth and achievement for all children in the Trenton Public Schools.

**QUALIFICATIONS:**

The Assistant Superintendent for Elementary Schools (PreK – 5) shall:

1. Hold a New Jersey School Administrator certificate.
2. Hold a Doctorate Degree from an accredited college or university (preferred).
3. Have a minimum of ten years' administrative experience as a principal and/or in a leadership role in central office in a school district.
4. Hold and maintain a valid driver's license with no serious violations.
5. Demonstrate 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 skills in leadership and human resource management, communications, quantitative and qualitative decision-making, finance, educational law, school facilities government, community relations and management of district operations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **EMPLOYMENT TERMS:**

The Assistant Superintendent for Elementary Schools (PreK – 5) shall be employed in accordance with an individual contract negotiated with the Board of Education at the time of employment and at intervals specified by law and administrative code.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Assistant Superintendent for Elementary Schools (PreK – 5) shall:

1. Provide direct oversight, monitoring and supervision of all elementary principals.
2. Provide direct oversight, supervision and evaluation of the Manager of School Support (Elementary).
3. Consult with, advise and direct principals on matters pertaining to the improvement of instruction.
4. Assist principals in the planning, operation and evaluation of the instructional program.
5. Collaborate with the principals in the oversight of the administration of appropriate programs for all students including students who may be at risk, disabled, gifted, talented, etc.
6. Conduct classroom visitations to assess educational and operational effectiveness and to assist school administrators in establishing and maintaining a positive learning environment.
7. Visit and monitor schools weekly to make appropriate educational and operational assessments.
8. Evaluate elementary principals in accordance with AchieveNJ.
9. Coordinate all school support services and ensure effective implementation.
10. Ensure on-going review of student data for the purposes of addressing any and all concerns regarding student attendance, student achievement, and student supports and services.
11. Serve as the office for all parental concerns/complaints for the elementary schools and ensure timely response and resolution.
12. Establish and maintain a program of articulation and open communication among schools.
13. Assist the principals with the development and implementation of effective and efficient procedures and practices that are child-centered.
14. Collaborate with the Chief Academic Officer in the development and delivery of the professional development opportunities provided to administrators.
15. Participate in interviews for principals, supervisors and other positions as requested by the Superintendent.
16. Provide leadership to maintain an effective, efficient and continuous educational program for the community.
17. Provide consultation and guidance to administrators, principals and staff members in dealing with instructional, operational and/or emergencies in the schools.
18. Responsible for all state and federal reporting as it relates to HIB, Violence and Vandalism, Homeless, Civil Rights, Safety, Fire Drills, etc.
19. Ensure fair and consistent implementation of policies, regulations, procedures, discipline, and promotion requirements.
20. Work collaboratively with the Regional Achievement Center and ensure coordination of supports to the Principals in the Priority and Focus Schools.
21. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.

**EVALUATION**

The Assistant Superintendent for Elementary Schools (PreK-5) shall be evaluated by the Superintendent in accordance with Board of Education Policy.