

**PISCATAWAY TOWNSHIP SCHOOLS  
PISCATAWAY, NEW JERSEY**

**I. TITLE:** Assistant Superintendent of Schools

**II. QUALIFICATIONS:**

1. Valid NJ Administrator Certification or Certificate of Eligibility
2. Minimum experience in school administration as determined by the Board
3. Demonstrated ability to work effectively in the areas of school administration and supervision of programs and staff
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Such other qualifications of academic, professional and personal excellence as the Piscataway Township Board of Education may specify.

**III. REPORTS TO:** Superintendent of Schools

**IV. SUPERVISES:** Community Education Program and Staff  
Principals and Supervisors as designated by the Superintendent

**V. JOB GOAL:** To assist the superintendent by providing leadership in the coordination of the district strategic planning, develop and support communication efforts with the community, provide community education programs for adults and children and serve as Hearing Officer in disciplinary appeals to the Superintendent.

**VI. PERFORMANCE RESPONSIBILITIES:**

1. Oversees and facilitates achievement of the District Strategic Plan and reports progress quarterly to the Board of Education.
2. Assists the Superintendent in supervising the district's programs and school services.
3. Evaluates the operation of the schools and makes recommendations to the Superintendent for changes in policy as necessary.
4. Assumes the responsibilities for administering the district in the absence of the Superintendent.
5. Identifies and coordinates program development and business opportunities for the school district.
6. Investigates disciplinary and parental concerns and makes recommendations, as appropriate to the Superintendent.
7. Develops and manages district emergency preparedness plans.
8. Coordinates special projects and assignments as directed by the Superintendent of Schools.

9. Develops policy as it relates to community education, communications, parent organizations, and other areas assigned by the Superintendent.
10. Administers all adult and community education programs, including but not limited to, before- and after-school care, adult and youth enrichment, pre-school, and summer camps.
11. Administers the district communications program, including media relations, publications, Web site, and cable television programs in cooperation with district television studio.
12. Administers, maintains, and coordinates Electronic Violence and Vandalism Reporting.
13. Serves as the district's Affirmative Action Officer.
14. Serves as staff liaison to the Board Community Relations Committee.
15. Serves as Executive Director of the Piscataway Education Foundation.
16. Serves as administrative liaison to parent organizations and primary source of information between district and community at-large.
17. Maintains communication with community and civic organizations.
18. Establishes and maintains a system for records and reports, financial accounting, use of facilities, purchase of supplies, inventory of equipment, development of a calendar of activities, and arrangement of transportation, as these relate to community education programs.
19. Prepares applications and other associated reports required by state or federal government agencies. Also seeks and applies for additional grant funding for expansion or continuation of existing community education programs.
20. Identifies prospects and coordinates award applications leading to district recognition.
21. Advises the Superintendent on the possible public relations consequences relating to shifts in existing programs and policies.
22. Assists with internal communications, as requested.
23. Performs such other duties that are assigned by the Superintendent of Schools.

#### **VII. TERMS OF EMPLOYMENT:**

Twelve month work year. Salary, vacation and holidays according to Board policy and individual employment contract.

#### **VII. EVALUATION:**

Performance to be evaluated by the Superintendent of Schools.