

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
CHIEF SCHOOL ADMINISTRATOR JOB DESCRIPTION**

**TITLE:** Chief School Administrator (CSA)

**QUALIFICATIONS:** Valid N.J. School Administrator Certificate or eligibility  
Central office, school administration and teaching experience  
Demonstrated success with curriculum, personnel management,  
school finance and strategic planning, strong  
leadership and communication skills  
Required criminal history background check and proof of  
United States citizenship or legal resident alien status

**REPORTS TO:** Board of Education

**SUPERVISES:** Every district employee

**JOB GOAL:** To inspire, lead, guide, and direct every member of the  
administrative, instructional, and support services staff in setting  
and achieving the highest standard of excellence, so that each  
student enrolled in the district may be provided with an appropriate  
and effective education.

**SCOPE OF RESPONSIBILITY:**

The management responsibilities of the CSA shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board.

The CSA may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

**PERFORMANCE RESPONSIBILITIES:**

A. Instructional Leadership

1. Maintains the quality of educational programs and services to students, and improves programs and services where necessary. Ensures that a system of thorough and efficient education as defined in state law and code, is available to all students.
2. Studies and reviews with staff all curriculum guides and courses of study on a continuing basis. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.

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3. Ensures implementation of all Board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
4. Provides for curriculum articulation among grades and schools in the district and (between) among constituent districts in a regional school system or sending/receiving agreement.
5. Encourages staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
6. Provides for an annual assessment of student needs and achievement. Initiates program changes in light of this assessment.
7. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
8. Seeks out available sources for grant funding to support programs and projects.
9. Ensures that the goals of the school system are adequately reflected in its educational program and operations. Annually by August 1, submits the district's schools' objectives to the county superintendent for review and approval.

**B. Personnel Administration**

1. Directs and supervises the administrative staff and through them all district staff.
2. Provides a role model as well as direction and supervision to the central district administrative staff in the development and implementation of sound personnel practices.
3. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all certified staff to the Board.
4. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.

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5. Ensures that all staff is evaluated annually in accordance with law and established procedures. Recommends professional employees for contract renewal and/or tenure appointment.
6. Recommends and implements the district's professional development plan, i.e., inservice and staff development program.
7. Assures that the district maintains accurate and up-to-date records for all district personnel.

**C. Financial Management**

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
2. Initiates and supervises development of the annual budget. Provides for staff input. Recommends budget and budget priorities for Board approval.
3. Ensures that the district has long-range financial and facility improvement plans. Updates and implements plans annually.
4. Oversees school facility management to providing safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
5. Searches continuously for alternatives in business management practices to achieve sound economies.
6. Ensures funds are spent prudently by proving adequate control and accounting of the district's financial and physical resources.
7. Annually arranges for Board/CSA on-site visit of all facilities.

**D. Student Services**

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Oversees the reporting of the district's pupil assistance services (guidance, health, basic skills, E.S.L.); approves procedures and submits an annual report on their functioning.

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3. Confers periodically with the administrator of each nonpublic school located in the district to plan for nursing services which may be made available pursuant to law and submits an annual written report to the Executive County Superintendent.

E. School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's Quality Assurance Annual Report annually to the community by October 30 and submits a copy to the Executive County Superintendent by November 15.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meeting and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.
8. Establishes contacts with agencies to develop alternate funding sources.

F. Chief School Administrator's Duties

1. Provides leadership in identification of priorities and assures that all activities reflect those Board-established priorities.
2. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.

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3. Attends all regular and special meetings of the Board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
4. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies.
5. Prepares, in conjunction with the Board President, agenda recommendations relative to all matters, requiring Board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board of matters before it.
6. Anticipates potential problems. Recommends policies or courses of staff action.
7. Keeps Board informed regarding developments in other districts or at state and national levels that would be helpful to the district.
8. Fulfills all statutory obligations and implements the Education Law of the State of New Jersey and Administrative Code of the New Jersey Department of Education.

**TERMS OF EMPLOYEMENT:** Twelve months. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the Board and the CSA. Salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of the CSA.

**Reviewed/updated:** June 11, 2012  
**Approved by the Board:** November 23, 1998

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Legal References:

<u>N.J.S.A.</u> 18A:7A	Public School Education Act of 1975
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations
<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents
<u>N.J.S.A.</u> 18A:17-17	Qualifications
<u>N.J.S.A.</u> 18A:17-18	Full time required of superintendents
<u>N.J.S.A.</u> 18A:17-20	General powers and duties
<u>N.J.S.A.</u> 18A:17-21	Annual report to the Commissioner
<u>N.J.S.A.</u> 18A:17-46	Annual report of acts of violence
<u>N.J.A.C.</u> 6:3-1.9	Supervision of instruction, observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6:3-1.21	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6:3-1.22	Evaluation of tenured and nontenured chief school administrators
<u>N.J.A.C.</u> 6:8 et seq.	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6:20-2A	Double entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6:26-2	Pupil assistance committee structure and functions
<u>N.J.A.C.</u> 6:28	Special education
<u>N.J.A.C.</u> 6:29	Nursing services to nonpublic schools

Manual for the Evaluation of Local School Districts (P.T.M. NO. 11880.00, Revised June 1993)

Individuals with Disabilities Act, 20 U.S.C.A. Section 1440 et seq.

Replaces old job description date:	Not known
First Reading:	November 23, 1998
Second Reading:	December 14, 1998
Reviewed:	March 2008