

SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: ADMINISTRATOR IN CHARGE

QUALIFICATIONS:

1. A Master's Degree in educational administration and/or a specific subject area.
2. A New Jersey State principal's certificate.
3. At least five years of successful teaching experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools and/or Program Principal

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student in the SBJC push-in model of programming.

PERFORMANCE RESPONSIBILITIES:

1. Facilitates the program by coordinating the planning, development, implementation, and evaluation of the instructional programs in the assigned location(s).
2. Implements administrative regulations.
3. Manages the program in accordance with Board policies and administrative regulations, budget limitations, and employee and other contracts.
4. Manages program budget and orders.
5. Promotes positive action toward the realization of program objectives through efficient procedures.
6. Supports teachers in the process of evaluating students' progress toward stated educational objectives and ensuring that all IEPs are implemented as prescribed.
7. Coordinates related services for students so that classroom teachers and certificated staff may receive effective assistance.
8. Utilizes all resources of the program and the host school in developing the most effective educational program.
9. Works to maintain an effective learning and working climate within the program location, and motivates staff and students to participate successfully in the learning process.
10. Maintains close contact with host building administration.
11. Participates in curriculum review and professional development activities as assigned.
12. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
13. Ensures that student record-keeping procedures comply with host district policies.

JOB DESCRIPTION:
ADMINISTRATOR IN CHARGE (continued)

14. Provides effective leadership in efforts to accomplish system-wide goals and objectives through regularly scheduled program meetings.
15. Serves as a member of task forces and committees and attends meetings as required by the Superintendent.
16. Attends school- or district-sponsored activities, functions and special events as appropriate.
17. Assumes other responsibilities as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Ten (10) month stipend position.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative Personnel.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent