



West Windsor-Plainsboro Regional School District JOB DESCRIPTION

Job Title: Deputy Superintendent of Schools
Department: Central Office
Reports To: Superintendent of Schools
Salary Guide: Twelve-month employment contract as Approved by the Executive County Superintendent and the West Windsor – Plainsboro Regional School District Board of Education
Prepared Date: May 23, 2023

Position Summary: Under the direction of the Superintendent of Schools, the Deputy Superintendent of Schools supports the Superintendent of Schools in oversight of all administrative functions related to instructional programs, pupil support services, crisis management, planning, and policy and directly supervises administrators as assigned by the Superintendent.

Qualifications: Possession of a valid New Jersey School Administrator Certificate. Substantial prior administrative experience with progressive leadership responsibilities, which would lead to the probability of success in the position.

Essential Duties: The deputy superintendent has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements, with all of which he/she is expected to be familiar.

District-wide Administration

Supports the leadership of the Superintendent of Schools in fulfilling mission of the school district and all district goals by performing the following duties and assuming the identified responsibilities as assigned by the Superintendent of Schools:

- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate and communicates regularly as to the progress in fulfilling those responsibilities.
- Provides leadership and oversight of programs related to meeting the needs of all students.
- Collaborates with the superintendent and members of the central office administration to allocate financial resources to support to make recommendations on the allocation of financial resources to support district programs.

- Provides district-wide leadership in crisis management. Serves as the district's liaison with law enforcement officials of representatives and agencies responsible for security, emergency preparedness, and protection of students, staff, and community.
- Serves as lead administrator on incidents related to security and emergencies and provides timely reports to the Superintendent regarding such matters and makes informed recommendations on appropriate responses and actions.
- Supports the Superintendent and the Board of Education in development and revision of policies and regulations needed to fulfill state and federal mandates and to provide direction to school staff.
- Provides leadership in the planning, implementation, and evaluation of programs and services necessary to support the district's efforts to fulfill strategic planning goals and objectives, and achieve operational excellence.
- Provides recommendations for innovative and practical solutions to problems.
- Reviews proposals by other administrators under supervision of the Deputy Superintendent and performs research and analysis of data in evaluating such proposals and in forming recommendations on the establishment of new programs and modification or elimination of existing programs.
- Serves as the district administrator in charge in the absence of the superintendent.

Central Office Administration

- Attends Board meetings, prepares reports and effectively communicates about initiatives. Attends and participates in other meetings as the superintendent designates.
- Performs the role of liaison to ad hoc committees of the Board of Education, as designated by the superintendent.
- Performs the role of liaison to the Board of Education Administration and Facilities Committee and prepares and submits reports and other documents as required by the superintendent.
- Reviews research, developments, and innovations in the educational arena by reading current and cogent literature, attends professional and association workshops and conferences, and discusses developments and problems of mutual interest with the administrative staff.
- Prepares annual and intermittent federal, state, and county reports and grants, as required.
- Coordinates with the Chief Academic Officer to administer all state and federal grants as assigned by the Superintendent.
- Prepares and administers the budgets for departments under supervision of Deputy Superintendent, including Special Services, Guidance, Athletics, Nursing and Health Services, Registration, and Community Education.
- Assists in the preparation and administration of the district's annual budget.
- Interprets state laws and district policies related to areas of responsibility.
- As delegated by Superintendent of Schools, communicates with Board counsel as needed.
- As designated by the Superintendent of Schools, administers the district's complaint policy and regulation and conducts such investigations as may be needed.
- In consultation with health care professionals, including school district chief of medical services, assumes responsibility for district compliance with regulations regarding school health programs. Plans, develops, and coordinates the district's system of health services.
- Supervises support staff assigned to department.

Pupil Services and Planning

- Provides leadership in planning, development, coordination, and evaluation of the district's program for pupil services.
- Oversees and provides leadership to the district's programs of pupil services including special education, guidance, athletics, registration, and nursing services.
- Supervises district's anti-bullying coordinator and implementation of the district's program with respect to Harassment, Intimidation, and Bullying.
- Defines and implements best practices and continuous improvement strategies with high expectations for the department.
- Accumulates and disseminates to the district's administration information on new educational research related to area to which he/she supervises.
- Reports on the status of district programs and services at the request of the superintendent through public presentations and other methods of communication.
- Identifies professional development opportunities for department administrators based upon district priorities.
- Interprets the objectives of the district's pupil services program to parents, staff, and community. Meets with parents, when necessary, regarding concerns for the education of their children and/ or district programs.

Relationship to the Superintendent

- Assists the superintendent with the establishment of annual district goals and improvement objectives.
- Assists the superintendent as a member of their cabinet.
- Advises the superintendent on personnel and supervisory needs.
- Reports regularly to the superintendent on any developments or problems within the district coming to their attention and requiring the superintendent's awareness or action.

Health Services

- Oversight of health services, programs and procedures, and state forms and regulations.
- Supervisor of school nurses and substitute nurses.
- Liaison to school physicians.
- Develop appropriate health and health related policies.
- Conduct periodic nurses' meetings.
- Coordinate the development of health in-service programs for nurses, teachers and community.
- Work closely with the district nurses and physicians to identify student and staff health needs and develop and implement health services, accordingly.
- Assure that district policy on exclusion and readmission of students and staff with communicable diseases is implemented in collaboration with the nursing staff, medical inspector and building administrators.
- Maintain on-going communication with administrators regarding health services needs of students and staff.
- Work to ensure nursing coverage.

Wellness Programs

- The primary responsibility in developing policies, carrying out programs, and providing services to students.
- Serve as coordinator for social and emotional learning (SEL) initiatives.
- Provide leadership for a comprehensive Wellness Program for staff and students.
- Work in conjunction with Human Resources to ensure a comprehensive wellness program for staff. Support the work of the designated Wellness Champion (Insurance Requirement of ACA).
- Ensure the implementation of educational/in-service programs for the community on topics pertaining to substance and/or Mental Health issues.
- Ensure the implementation of appropriate follow-up support to students identified as having significant issues with substance and/or Mental Health issues.
- Represent the district on local committees that promote health and wellness.
- Provide direct oversight to the University Behavioral Health Care (UBHC) partnership.

Registration

- Provide support and guidance to the district registrar including but not limited to transcript evaluation, residency, review of legal documentation regarding custodial/guardianship.
- Review questions and concerns regarding residency.
- Coordinate registration appointments and services with Community Education, Transportation, ESL, Guidance and Special Education departments.
- Work with the principals and assistant principals for recommendations regarding attendance paths.
- Work with Technology Department to oversee the Registration Gateway portal.
- Serve as the direct supervisor to the District Registration Secretary.
- Work with the principals and assistant principals to coordinate attendance investigations and truancy concerns.

Relationship to the Principals, Directors and Supervisors

- Confers and collaborates with appropriate administrative personnel on matters of concern.
- Serves as a resource person to principals, directors, and supervisors.
- Collaborates with principals, assistant principals, directors, and supervisors in organizing and coordinating programs throughout the district.

Additional Responsibilities

- Performs such other tasks and assumes such other responsibilities as the superintendent, from time to time, may assign or delegate.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education annually.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation,

gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 5/24/2023

CERTIFIED BY: 
Director for Human Resources