



# Township of Union Public Schools

## **ASSISTANT SUPERINTENDENT FOR BUSINESS & OPERATIONS TOWNSHIP OF UNION PUBLIC SCHOOLS (TUPS)**

### Job Description

#### **REPORTS TO: Superintendent of Schools**

#### **JOB GOALS:**

The Assistant Superintendent for Business and Operations shall be the executive officer in charge of the district's business operations, which include but are not limited to buildings and grounds, transportation, security, residency, and technology departments. In addition, the Assistant Superintendent of Business and Operations shall be responsible for personnel management, contract negotiations, and the implementation of contracted agreements. The Assistant Superintendent for Business and Operations shall carry out all responsibilities as assigned by the Superintendent and Board of Education (through the Superintendent) in such a manner as to maintain the highest level of transparency and ethical standards. The Assistant Superintendent shall have a seat on the Board and a right to speak on all matters relating to their duties and functions. The Assistant Superintendent for Business and Operations shall supervise and evaluate the lead administrators for all assigned departments. This includes, but is not limited to, transportation, buildings and grounds, security, technology, and personnel.

#### **RESPONSIBILITIES:**

- 1) Evaluate the operation of the schools and make recommendations to the Superintendent for changes in policy as necessary.
- 2) Prepares drafts of needed Board policies and administrative rules for the Superintendent's review and/or Board action.
- 3) Serves as a member of all negotiating teams.
- 4) Assumes the responsibility of leading the district in the absence of the Superintendent.
- 5) Assists in planning and administrating an effective system of recruitment, selection, evaluation, and staff development for professional personnel.
- 6) Develops and administer in-service programs for non-professional staff based on district priorities for process improvement.
- 7) Liaises with professional, civic, volunteer, municipal, state, and other agencies and groups interested in the schools.
- 8) Attends Board meetings and other meetings as required by the Superintendent.
- 9) Oversees the business functions of the operation and maintenance of the physical plant.



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- 10) Oversees the rental and use of all buildings during after-school hours, providing date clearance has been received from the buildings and grounds department and/or building principal, with final approval from the Board, as required.
- 11) Maintains confidentiality of all plans and specifications (prepared in cooperation with other administrators, architects, engineers, attorneys, etc.) for contracting for construction, repair, and alteration of all school property. Works closely with the School Business Administrator regarding the financing of all capital projects.
- 12) The Assistant Superintendent for Business and Operations shall oversee the progress of capital projects in conjunction with the Manager of Buildings and Grounds.
- 13) Serves as the district's School Safety Specialist.
- 14) Upholds the highest ethical standards in all aspects of the role, ensuring the responsible and ethical use of public funds and resources.
- 15) Promotes transparency in business and operational matters to build trust with the community.
- 16) Collaborates with the Superintendent in developing and implementing strategic plans that align with the district's educational and operational priorities.
- 17) Provides visionary leadership to advance the district's mission and objectives, promoting a culture of continuous improvement.
- 18) Remains current with all state and federal laws, regulations, and policies related to school district operations and ensures district compliance.
- 19) Advises the Superintendent and Board of Education on legal and regulatory matters affecting the district's business operations.
- 20) Supervises and coordinates the operations of the personnel, building, and grounds, transportation, security, and IT departments to ensure efficient operation and maintenance of facilities and resources.
- 21) Evaluate and recommend improvements in systems and processes to streamline operations.
- 22) Coordinate the annual review and update of the Student Discipline/Code of Conduct Policy
- 23) Performs other related duties as may be assigned by the Superintendent.

### **QUALIFICATIONS:**

- 1) Valid School Business Administrator certificate or eligibility
- 2) Master's degree in Business, Public or Educational Administration, preferred
- 3) Demonstrated successful business, central office, and/or school administrative Experience





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- 4) Demonstrated ability to effectively communicate with a wide variety of constituencies, both verbally and in writing
- 5) Skilled as both a negotiator and consensus builder
- 6) Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
- 7) Valid New Jersey Drivers' License
- 8) Required criminal history background check and eligibility to work in the United States
- 9) All applicants must meet NJ Residency requirements as per the "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 10) Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head; ability to climb ladders; access ceiling plenums, catwalks, and utility closets

**Strength:** moderate to heavy lifting, pushing, pulling, or carrying is occasionally required; to lift, push, pull, and/or carry objects that weigh as much as 15 pounds frequently; ability to walk frequently



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**Job Description: Assistant Superintendent of Business and Operations**

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors; may require working in somewhat disagreeable a condition requiring occasional exposure to safety hazards and noise when reviewing the work of contractors

**Mental Requirements:** read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly, and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:** Twelve-month work year

**ANNUAL EVALUATION:** The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**SALARY RANGE:** Unaffiliated/based on background, training, and experience

**Approved by:** Township of Union Public Schools

**Date:**

**Revised:**





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## LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds through 18A:6-7.5 for disqualification from employment; exception

N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent

N.J.S.A. 18A:17-17 Certificate required

N.J.S.A. 18A:17-22 Assistant superintendent; duties

N.J.S.A. 18A:17-23 Suspension of assistant superintendent

N.J.S.A. 18A:21-34 School Ethics Act

N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.A.C. 6A:5 Regulatory equivalency and waiver

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards See particularly: N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-12.3 Authorization N.J.A.C. 6A:9-14 Acting administrators

N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:9-16 Required professional development for school leaders

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:15 Bilingual education

N.J.A.C. 6A:26 Educational facilities

N.J.A.C. 6A:27 Student Transportation

N.J.A.C. 6A:28 School operations

N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff

N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act

N.J.A.C. 12:100-4.2 Adoption by reference Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq. Bloodborne Pathogen Standard, 29 CFR 1910.1030 Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act) Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.