



MONTCLAIR PUBLIC SCHOOLS

MONTCLAIR PUBLIC SCHOOLS
MONTCLAIR, NEW JERSEY
HUMAN RESOURCES DEPARTMENT

Position Description: Assistant to the Superintendent of Schools

State Code/Title: 0103–Administrative Assistant to District Superintendent

Position Type: Assistant to the Superintendent

Date Posted:

Closing Date:

Location: Central Services

Date Available:

Who We Are:

The Montclair Public School District is dedicated to creating a culture of learning and continuous improvement that provides every child with a high quality, rich, and rigorous education, through a magnet system of integrated schools in which every school represents a strong, diverse, and vibrant community of learners. Montclair Public Schools is committed to recruiting and retaining high quality staff who will cultivate and support our students to become high academic achievers, curious and creative thinkers, and socially adept young people who are prepared for college and careers of the 21st century.

Why We Do This Work:

The driving force of the success of Montclair Public Schools is the Superintendent who is responsible for bringing the mission, vision, and core beliefs of the Montclair Public Schools to life through a commitment to continuous improvement and innovation with a focus on results. We believe that all children, regardless of circumstances, can achieve at high levels and academic achievement gaps can and will be eliminated with the support of teachers who deliver engaging, relevant, and academically rigorous instruction that excites students and instills a love of learning in them.

What We Need:

The Superintendent of Montclair Public Schools is expected 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. The Assistant to the Superintendent will support the daily and strategic work of the Superintendent's Office to ensure that effective two-way communication with families, staff, students and community members allows key district work and new initiatives to be both communicated effectively and informed by stakeholder input.

Essential Duties and Responsibilities:

- Provides the supports necessary for developing, implementing and monitoring the district strategic plan
- Develop, implement and monitor the goals, objectives and strategies related to internal and external communication in the district strategic planning process
- Provides communication support for all key district work and new initiatives including all district publications (news letters, releases, email announcements,



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- planned publications, on-line, intranet, video, CH 34, special projects and assignments)
- Continually monitor and makes necessary adjustments to all communication tools and strategies
 - Develop and write grant proposals to foundations and other grant-making organizations
 - Conduct surveys, focus groups and meetings with staff, students and parents as necessary in support of effective 2-way communication
 - Plan, implement and put in place a system to monitor the effectiveness of the district web site
 - Develop a process for collecting and tracking parent concerns to inform the continuous improvement of district and school level parent engagement
 - Develop, implement and evaluate a plan for communicating with each key media representative
 - Develop and implement a calendar of key events for the leadership team and BOE to attend in order to increase community awareness of district work and obtain input from a wide diversity of parents, students, staff and other community stakeholders
 - Maintain active and positive relationships with administration, school leaders, staff, students, parents and the community
 - Assist school leaders in meeting communication goals
 - Attend and participate in meetings, special events, school sponsored activities, functions and athletic events as required by the superintendent or demands of the position
 - Establish relationships and communicate regularly with local community groups and individuals to develop, foster and solicit understanding, support and feedback for overall district objectives and programs
 - Discuss and address problems as assigned by the superintendent
 - Other duties as assigned or as related to the central job
 - Complies with all board policies, administrative directions and state laws/regulations

Qualifications:

- Commitment to education and dedication to the Montclair Public Schools' vision demonstrating the belief that all children can achieve at high levels
- Capability to work independently, develop strategies, and build alliances to reach stated professional goals
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally
- Strong inter-personnel skills and demonstrated ability to organize and work with diverse groups to ensure open and effective communication
- Superior project management and time management skills
- Takes initiative to generate solutions and solve problems
- Openness to feedback and willingness to take personal responsibility
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Educational Background and Work Experience:



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- Requires a bachelors degree and 5-7 years of experience in a related field

Terms of Employment: 12 month, .5 position, Serves in accordance with the terms of the contract.

Established:

Revised: 7/2014, 2011, 2010, 2008, 6/15/2004