

## Job Description: **Associate Superintendent for Administration**

### **About Newburgh Enlarged City School District (NECSD)**

Newburgh Enlarged City School District (NECSD) is the seventh-largest district in New York, serving nearly 12,000 students across 14 campuses in urban and suburban areas. Located 60 miles north of New York City, along the Hudson River, Newburgh Schools are the most diverse school system in Orange County. The Board of Education governance team is comprised of nine trustees who are courageously committed to improving academic outcomes for all scholars by dismantling systems of oppression and systemic racism. The Superintendent of Schools serves as the Chief Executive Officer who leads a world-class workforce to meet its obligations established in the district's vision, mission, and strategic plan.

### **About the Associate Superintendent for Administration**

Under the supervision and guidance provided by the Superintendent, the Associate Superintendent for Administration will lead the Human Resources Division while supporting leadership and organizational systems at the secondary level.

### **Qualifications**

- New York State School District Administrator or School District Leader Certification.
- Master's Degree required. Doctoral Degree preferred experience.
- Minimum five years successful teaching experience.
- Five years of responsible experience at Central Administration required.
- Experience working in an urban education setting preferred.
- Track record working to transform educational systems

### **Specific Duties & Responsibilities:**

- Ensures an aligned system between Human Resources and Finance that addresses all areas of overlap between the two divisions.
- Serve as a team member of the Superintendent's cabinet and participate in district-wide planning, development, and evaluation to support divisional initiatives and processes.
- Assist with district-wide planning to align the use of financial and human resources to the district's goals and objectives, including organizational analysis and development, wage and salary administration, and development of the district budget.
- Responsible for overall direction, coordination, and evaluation of staff within the areas of responsibility in accordance with the district's policies and applicable laws.
- Manages and implements a comprehensive evaluation system for all employees governed by the NYS APPR system and those that are not.
- Direct and provide leadership to assigned personnel, conduct performance appraisals, make recommendations for appropriate employment actions, and promote professional growth.
- Consult with the Assistant Superintendent for Human Resources to ensure that the practices, processes and procedures are following state regulations, board policy and law.

- Ensure all school and district administrators understand each of the bargaining unit contracts and the impact each has on decision making.
- Collaborates with the Assistant Superintendent for Human Resources to negotiate bargaining unit contracts in the best interest of all parties involved.
- Manages an electronic document portal of all division forms and ensures retention of all records based on law.
- Implements a comprehensive model for positive employee relations that ensures compliance with all certification requirements, is responsive to staffing needs and addresses staffing shortages.
- Manages an efficient compensation and benefits approach that affords a competitive compensation packet to maintain a highly qualified staff with low turnover rates.
- Ensure investigations are conducted with integrity and outcomes are addressed based on law and regulation in a timely manner.
- Implements a diversity recruitment plan that will increase a diverse workforce across the district.
- Complies with the requirements of the steps required to prevent violence in the workforce.
- Coordinate training and provide education to all staff, students and parents regarding DASA and all mandated annual compliance training.
- Implement a comprehensive onboarding process that successfully transitions new staff into the district.
- Implement a research based mentoring program for all staff in their initial year of employment, for all bargaining units.
- Implement a recruitment plan for all shortage areas.
- Monitors and audits the hiring procedures to ensure compliance with school district policies and regulations.
- Other tasks assigned by the Superintendent.

### Key Competencies

The ideal candidate will demonstrate the following:

- Demonstrates belief and holds self and other accountable for reaching high academic achievement of all scholars
- Promotes culturally responsive-sustaining practices
- Comfortable addressing matters of equity, race, and bias in decision-making