

C-387 -- 10/28/57

RULES GOVERNING THE DUTIES OF THE COUNTY
SUPERINTENDENT
(Prescribed pursuant to N.J.S.A. 18:4-7c)

The County Superintendent and Boards of Education

The county superintendent shall meet each board of education in his county as often as necessary or advisable.

Whenever in any school district incorporated under the provisions of Chapter 7 of the School Law the number of vacancies in the board of education is such that there is less than a majority of the total number of members of such board, and by reason thereof such board is without a quorum and unable to transact business, the county superintendent of schools of the county in which such school district is situate shall appoint persons who possess the qualifications required for membership in a board of education to fill enough vacancies to bring the number of members of the board of education to a quorum. The persons so appointed shall hold office until their successors are elected in the manner provided by law. In the event that, after the members so appointed have qualified, there is a vacancy in the offices of president and vice-president of the board of education, the county superintendent shall forthwith call a meeting of the board, to be held within five days thereafter, for the purpose of electing a president and vice-president. If the board shall fail at such meeting to elect a president and vice-president, the county superintendent shall forthwith fill such vacancy or vacancies from among the members. Each officer so appointed shall serve until his office has been filled by election by the board of education pursuant to R. S. 18:7-53; and if such office has not been filled within thirty days from the date of the respective vacancy as provided in R.S. 18:7-53, the officer appointed by the county superintendent shall continue to fill the vacancy for the unexpired term.

Whenever a new school district shall be created and there are no persons living therein who have resided in the territory comprised in said district three years, the county superintendent of schools of the county in which such district is situate shall appoint as members of the board of education for such district nine persons who possess the other qualifications for membership in a board of education. The persons so appointed shall hold office until their successors are elected in the manner provided by law.

The county superintendent shall take measures necessary to the enforcement of the State Law requiring boards of education to employ only those teachers who are properly certificated for the positions held. The county superintendent shall notify the local board of education and the Commissioner of Education immediately when he learns of a teacher holding a position in violation of the State certification laws and regulations.

THE COUNTY SUPERINTENDENT AND THE SCHOOLS

Each county superintendent of schools shall visit the schools under his jurisdiction as often as may be necessary. He shall render such supervisory service as he may deem desirable with respect to problems of school administration and supervision, school and classroom organization and management,

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methods and materials of instruction, curricula, programs of guidance, in-service training of teachers, appraisal of educational results, the appropriateness and adequacy of school sites, building and equipment, and shall insofar as possible make his office a service bureau for the schools in his county.

Each county superintendent in his annual report to the Commissioner of Education shall specifically report as to whether the provisions of the School Law relating to the reading of the Bible and the law relating to the daily salute to the Flag have been complied with in the various districts therein. He shall annually, and at such other times as he may deem advisable, direct the attention of the boards of education therein to the necessity of complying with the provisions of said sections.

The county superintendent shall advise and make recommendations for the development of suitable building facilities and the installation of proper equipment in the school districts under his jurisdiction. He shall submit such recommendations from time to time to the Commissioner of Education. The Commissioner, in his discretion, may refer any such matters to such Assistant Commissioners as he may designate.

THE COUNTY SUPERINTENDENT AND THE SCHOOL LAW DECISIONS

The county superintendent shall ascertain whether the judgments and orders of the Commissioner of Education and the State Board of Education in controversies arising under the School Laws of the State or under the rules and regulations prescribed by the State Board of Education are obeyed, and shall inform the Commissioner of Education fully concerning the action taken by the parties with respect to such judgments and orders.

THE COUNTY SUPERINTENDENT AND OFFICE RECORDS

The county superintendent shall preserve carefully all reports of school officers and teachers, and at the close of his official term shall deliver to his successor all records, books, documents, papers, and property belonging to the office.

THE COUNTY SUPERINTENDENT AND TEACHERS' INSTITUTES (Prescribed pursuant to N.J.S.A. 18:2-1c and 18:4-7c)

The Commissioner of Education may authorize the county superintendents to hold institutes in such counties of the State as he shall deem advisable.

The county superintendent shall make all necessary local arrangements for the county institute. He shall report to every board of education the attendance of teachers at said institute.

No public school shall be in session, nor shall be deemed to be in session, during the period the institute for the county is being held, unless excused by the Commissioner of Education.

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Each teacher shall attend the annual institute held for the county in which he is teaching, and no deduction shall be made from the salary of any teacher for the time he is in attendance upon said institute, but no teacher shall be paid for time not in actual attendance at said institute except upon presentation of a written excuse from the county superintendent.

SUPERINTENDENTS
Rules for the Approval of a Superin-
tendency
(Pursuant to N.J.S.A. 18:7-70)

Any superintendency hereafter approved shall meet the following conditions:

1. The district or districts shall have a staff of at least twenty-five full-time teachers.
2. The superintendent shall hold an appropriate certificate prescribed by the State Board of Education.
3. The salary shall be not less than six thousand dollars \$6,000 per annum.
4. The county superintendent shall certify the necessity for the appointment and the Commissioner of Education shall approve it. This certification to the Commissioner of Education by the county superintendent of schools shall be accompanied by an application for such approval from the employing board or boards of education.

DUTIES OF THE SUPERINTENDENT OF SCHOOLS
(Prescribed pursuant to N.J.S.A. 18:6-38
and 18:7-70)

In the performance of his duties, the superintendent shall visit the schools under his jurisdiction and shall examine into their condition and progress. He shall be responsible for the supervision of instruction and for advising the principals and teachers in procedures, methods, and materials of instruction and he shall be responsible for the discipline and conduct of the schools. He shall exercise such educational and administrative leadership, supervision and guidance as may be necessary for producing best possible educational conditions and outcome.

He shall appoint such clerks as may be authorized by the board or boards of education. Pursuant to N.J.S.A. 18:6-38 and 18:7-70.2.

He shall nominate to the board or boards of education such assistant superintendents as shall be authorized by the board or boards of education. Pursuant to N.J.S.A. 18:6-40 and 18:7-70.3.

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It shall also be his duty to recommend and prepare for the board or boards of education lists of text books and reference and library books, materials of instruction, instructional equipment, and school supplies, for approval by the board or boards of education, but it is not the duty of the superintendent to purchase or distribute them.

He shall ascertain if teachers are properly certificated and shall report to the board or boards of education teachers who are not properly certificated.

He shall make reports on the schools under his supervision to his board or boards of education, and, when so required, to the county superintendent, to the Commissioner of Education, and to the State Board of Education.

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