

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 04/12/18
		Rescinds: 5.802	Issued: 03/11/10

1 **QUALIFICATIONS**

- 2 1. A professional educator's license
3 2. A master's degree in education with a preference for a doctorate degree
4 3. Three (3) years of successful experience in school administration
5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
13 by the board. The director of schools may delegate these duties together with appropriate authority but
14 may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those
18 board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for board approval and implements those
20 plans when approved.
- 21 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters
22 requiring board action, including all facts, information, options, and reports needed to assure
23 informed decisions. Provides advice and counsel to the board on matters before it.
- 24 4. Attends all regular and special meetings of the board and keeps a complete and accurate record
25 of the proceedings of all meetings of the board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
27 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the board informed regarding development in other districts or at state and national levels
5 that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
9 the rules and regulations of the State Board of Education.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development and
12 implementation of sound business practices. Continually assesses business practices to achieve
13 efficiency.
- 14 2. Prepares, annually, a budget and submits it to the board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the board detailing all receipts and expenditures of the
17 public school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
29 to the board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the board relating to personnel
33 matters to all and receives employees' communications to be made to the board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators who have been suspended or
3 dismissed, or who have resigned, following allegations of conduct which, if substantiated, would
4 warrant consideration for license suspension or revocation. The report shall be submitted within
5 thirty (30) days of the suspension, dismissal, or resignation.²

6 **Instructional Leadership**

- 7 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
8 educational program designed to meet the needs of the community and to carry out the policies
9 of the board. Ensures that a system of thorough and efficient education, as defined by state law,
10 is available to all students.
- 11 2. Recommends to the board for its adoption all courses of study, curriculum guides, and major
12 changes in tests and time schedules to be used in the schools.
- 13 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 14 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
15 programs.
- 16 5. Conducts a periodic audit of the total school program and advises the board of recommendations
17 for the educational advancement of the schools.
- 18 6. Seeks out available sources for grant funding to support programs and projects.
- 19 7. Ensures that the goals of the school system are adequately reflected in its educational program
20 and operations.

21 **Community/Public Relations**

- 22 1. Promotes community support of the schools. Interprets district programs and services, reports,
23 plans, events, and activities of interest and solicits community opinions regarding school and
24 educational issues.
- 25 2. Identifies available community resources and links to social service agencies that support
26 education and healthy child development.
- 27 3. Develops strategies to promote parental involvement in their student's education and provides
28 opportunities for parent-teacher interaction.
- 29 4. Maintains contact and good relations with local media. Acts as the board's spokesperson.
- 30 5. Ensures that the district interests will be represented in meetings and activities of municipal and
31 other governmental agencies.
- 32 6. Represents the school system and its interests in community organizations, activities, and
33 projects.

1 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
2 and the director of schools. Salary to be determined by the board.

3 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
4 and the board's policy on evaluation of the director of schools.

5 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
6 level of work being performed by the person assigned to this position. They are not intended to be a
7 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2)

Cross References

Executive Committee 1.301
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Evaluation of the Director of Schools 5.803