

# Van Buren County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: 5.802	Issued Date: 12/13/01
		Rescinds: 5.120	Issued: 06/17/99

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**QUALIFICATIONS:**

1. A professional educator's license
2. A master's degree Ed.S or a doctorate
3. Three years of successful experience in school administration
4. Such other qualifications as the Board deems desirable

**REPORTS TO:** The Board of Education

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

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

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

**ESSENTIAL FUNCTIONS:**

**General Administrative**

1. Provides leadership in identification of priorities and assures that all activities reflect those board-established priorities.
2. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
3. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.
4. Attends all regular and special meetings of the Board and keeps a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.
5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems. Recommends policies or courses of staff action.
6. Develops administrative procedures to implement board policy and disseminates these

1 procedures to appropriate staff.

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3 7. Keeps the Board informed regarding development in other districts or at state and national  
4 levels that would be helpful to the district.

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6 8. Ensures that all local, state/federal standards for the health and safety of the students and  
7 staff  
8 are maintained and that required reports are maintained.

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10 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee  
11 and the rules and regulations of the State Board.<sup>1</sup>

#### 12 Financial Management

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14 1. Provides direction to and supervisions of school business functions. Encourages development  
15 and implementation of sound business practices. Continually assesses business practices to  
16 achieve efficiency.

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18 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved  
19 budget to the appropriate local funding body for adoption.

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21 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of  
22 the  
23 public school funds and submit them to the local funding body.

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25 4. Ensures that funds are spent prudently by providing adequate control and accounting of  
26 the district's financial and physical resources.

#### 27 Personnel Administration

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29 1. Employs such personnel as may be necessary within the limits of budgetary provisions and  
30 recommend to the Board teachers who are eligible for tenure.

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32 2. Develops recruitment procedures to assure well-qualified applicants for professional and  
33 nonprofessional positions.

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35 3. Assigns and transfers employees as the interest of the district may dictate and reports such  
36 action to the Board for information and record.

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38 4. Holds meetings of teachers and other employees as necessary for the discussion of matters  
39 concerning the welfare and improvement of the schools.

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41 5. Communicates directly or through delegation all actions of the Board relating to personnel  
42 matters to all and receives from employees communications to be made to the Board.

#### 43 Instructional Leadership

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45 1. Administers as chief school executive, the development and maintenance of a positive  
46 educational program designed to meet the needs of the community and to carry out the  
47 policies of the Board. Ensures that a system of thorough and efficient education, as  
48 defined by state law, is available to all students.  
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- 1 3. Oversees the timely revisions of all curriculum guides and courses of study.
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- 3 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
- 4 programs.
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- 6 5. Conducts a periodic audit of the total school program and advises the Board of recommen-
- 7 dations
- 8 for the educational advancement of the schools.
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- 10 6. Seeks out available sources for grant funding to support programs and projects.
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- 12 7. Ensures that the goals of the school system are adequately reflected in its educational
- 13 program and operations.
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#### 15 Community/Public Relations

- 16 1. Promotes community support of the schools. Interprets district programs and services, reports
- 17 plans, events and activities of interest and solicits community opinions regarding school and
- 18 educational issues.
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- 20 2. Identifies available community resources and links to social service agencies that support
- 21 education and healthy child development.
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- 23 3. Develops strategies to promote parental involvement in their children's education and pro-
- 24 vides opportunities for parent-teacher interaction.
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- 26 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
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- 28 5. Ensures that the district interests will be represented in meetings and activities of municipal
- 29 and other governmental agencies.
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- 31 6. Represents the school systems and its interests in community organizations, activities and
- 32 projects.
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34 TERMS OF EMPLOYMENT: Twelve (12) months a year. Serves in accordance with the terms  
35 of the contract between the board and the director of schools. Salary to be determined by  
36 the Board.

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

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

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47 Legal References:  
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