

# Hamblen County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>04/25/13</b>
		Rescinds: <b>CE</b>	Issued: <b>10/11/99</b>

1 **MINIMUM QUALIFICATIONS:**

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

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

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

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

13 programs and services

14 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall

15 extend to all activities of the district, to all phases of the educational program, to all aspects of the fi-

16 nancial operation, to all parts of the physical plant, and to the conduct of such other duties as may be

17 assigned by the Board. The director of schools may delegate these duties together with appropriate au-

18 thority, but may not delegate nor relinquish ultimate responsibility for results or any portion of

19 accountability.

20 **ESSENTIAL FUNCTIONS:**

21 **General Administrative**

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- 26 1. Provides leadership in identification of priorities and assures that all activities reflect those
- 27 Board-established priorities.
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- 29 2. Prepares and recommends short- and long-range plans for Board approval and implements
- 30 those plans when approved.
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- 32 3. Prepares, in conjunction with the Board chair, agenda recommendations relative to all matters
- 33 requiring Board action, including all facts, information, options, and reports needed to assure
- 34 informed decisions, and provides advice and counsel to the Board on matters before it.
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- 36 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
- 37 of the proceedings of all meetings of the Board and of its official acts.
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- 39 5. Recommends to the Board drafts of new policies or changes, anticipates potential problems,
- 40 and recommends policies or courses of staff action.
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6. Develops administrative procedures to implement Board policy or items deemed necessary for
- the efficient operation of the schools and disseminates these procedures to appropriate staff.

- 1 7. Keeps the Board informed regarding development in other districts or at state and national  
2 levels that would be helpful to the district.
- 3 8. Ensures that all local, state, and federal standards for the health and safety of students and staff  
4 are maintained and that required reports are filed.
- 5 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee  
6 and the rules and regulations of the State Board of Education.<sup>1</sup>  
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### 9 **Financial Management**

- 10 1. Provides direction to and supervision of school business functions, encourages development  
11 and implementation of sound business practices, and continually assesses business practices to  
12 achieve efficiency.
- 13 2. Annually prepares a budget and submits it to the Board for approval, then presents approved  
14 budget to the appropriate local funding body for adoption.
- 15 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the  
16 public school funds, then submits them to the local funding body.
- 17 4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
18 district's financial and physical resources.  
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### 23 **Personnel Administration**

- 24 1. 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 2. Develops recruitment procedures to assure well-qualified applicants for professional and  
27 nonprofessional positions.
- 28 3. Assigns and transfers employees as the interest of the district may dictate and reports such  
29 action to the Board for information and record.
- 30 4. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31 concerning the welfare and improvement of the schools.
- 32 5. Communicates to all employees, directly or through delegation, all actions of the Board relating  
33 to personnel matters and receives from employees communications to be made to the Board.  
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- 36 6. Evaluates principals annually.  
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### 40 **Instructional Leadership**

- 41 1. As chief school executive, administers the development and maintenance of a positive educat-  
42 ional program designed to meet the needs of the community and to carry out the policies of  
43 the Board and ensures that a system of thorough and efficient education, as defined by state  
44 law, is available to all students.
- 45 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and  
46 major changes in tests and time schedules to be used in the schools.  
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- 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
- 5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
- 6. Seeks out available sources for grant funding to support programs and projects.
- 7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

**Community/Public Relations**

- 1. Promotes community support of the schools; interprets district programs and services; reports plans, events, and activities of interest; and solicits community opinions regarding school and educational issues.
- 2. Identifies available community resources and links to social service agencies that support education and healthy child development.
- 3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
- 4. Maintains contact and good relations with local media, acting as the Board's spokesperson.
- 5. Ensures that the district interests shall be represented in meetings and activities of municipal and other governmental agencies.
- 6. Represents the school system and its interests in community organizations, activities, and projects.

**TERMS OF EMPLOYMENT:** Twelve (12) months a year. Serves in accordance with the terms of the contract between the Board and the director of schools. Salary shall be determined by the Board.

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

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

Legal References:

- 1. TCA 49-2-301