

Hardeman County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 03/11/10
		Rescinds: 5.800/5.802/ 1.603	Issued: 03/11/10 12/16/99

1 **DIRECTOR**

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3 The director of schools shall be the chief executive officer of the school system and shall have, under

4 the direction of the Board, general supervision of all the public schools, personnel, and departments of

5 the school system. The director of schools is responsible for the management of the schools under the

6 Board’s policies and is accountable to the Board.¹ The director of schools, at his/her discretion, may

7 delegate any of his/her duties to other school personnel.

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9 **DUTIES OF THE DIRECTOR**

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- 11 1. To act for the Board in seeing that all laws relating to the schools are faithfully executed;
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- 13 2. To attend all meetings of the Board and to serve as a member of the Executive Committee
- 14 without additional compensation;
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- 16 3. To keep a complete and accurate record of the proceedings of all meetings of the Board and
- 17 of its official acts in electronic media and in well bound books;
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- 19 4. To prepare and deliver to the Board, a monthly administrative report of the condition of the
- 20 school system;
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- 22 5. To prepare and deliver to the Board, an annual administrative report of the condition of the
- 23 school system;
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- 25 6. To keep a detailed and accurate account of all receipts and disbursements of the public school
- 26 funds in electronic media and well bound books;
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- 28 7. To issue all payments authorized by the Board;
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- 30 8. To make such recommendations to the Board as he/she deems for the best interest of the public
- 31 schools, but in no case shall he/she have a vote;
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- 33 9. To have general supervision of all schools, visit the schools from time to time, and advise
- 34 members of the Board as to their condition and means for improvement;
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- 36 10. To require the use of the state course of study and the system of promoting students in accor-
- 37 dance with the Commissioner of Education as approved by the state board of education;
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- 39 11. To sign all certificates and diplomas of students who complete the courses of study;
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- 1 12. To hire, transfer, suspend, non-renew, grant leaves of absence and dismiss all personnel, with
2 the exception of placing teachers on tenure and dismissing tenured teachers;²
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- 4 13. To recommend to the Board the election of teachers eligible for tenure or notify such teachers
5 of their failure of reelection pursuant to TCA 49-5-409;²
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- 7 14. To file all contracts entered into with all teachers and employees of the Board;
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- 9 15. To make appropriate written reports for the Board, detailing all receipts and expenditures of
10 the public school funds, and submit them to the local funding body;
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- 12 16. To report to the local funding body and local law enforcement officials whenever it appears that
13 any portion of the school fund has been, or is in danger of being, misappropriated or illegally
14 disposed of or not collected;
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- 16 17. To make reports to the Commissioner of Education when requested by him; and make a full
17 and complete report on forms furnished by the Commissioner of Education on or before the
18 fifteenth day of July, annually, for the year ending the thirtieth day of June preceding;
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- 20 18. To prepare, annually, with the chairman of the Board, a budget for the schools in the system,
21 to submit the same to the Board for its approval, and to present it to the local funding body
22 for adoption;
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- 24 19. To give his/her full time and attention to the duties of his/her position as director of schools;
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- 26 20. To deliver to his/her successor all records and official papers belonging to said position;
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- 28 21. To file with the Commissioner of Education a copy of the budget adopted by the local funding
29 body within ten (10) days after its adoption;
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- 31 22. To grant any employee access at any reasonable time to his/her personnel file and to provide
32 a copy of documents upon payment of reasonable compensation;
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- 34 23. To establish a procedure whereby an updated copy of the Rules, Regulations, and Minimum
35 Standards of the State Board of Education are kept on file in each school library during normal
36 school hours;
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- 38 24. To ensure the appropriate implementation of all Board policies; and
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- 40 25. To perform such other official duties as may be prescribed by law.
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43 **DUTIES AND RESPONSIBILITIES REGARDING INDIVIDUAL SCHOOLS**

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- 45 1. To furnish each principal with a copy of the manual for internal accounting and the necessary
46 training and assistance to adequately use it;
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2. To see that all recommendations of the annual audit are carried out by each principal;
3. To accomplish an orderly transfer of a school’s financial records between an outgoing and an incoming principal;
4. To receive, review, and permanently file all internal accounting reports submitted by the principals and report any irregularities to the Board; and
5. To take action to encourage the prompt submission of all reports herein described.

Legal Reference:

1. TCA 49-2-301(a)
2. TCA 49-5-409