

TITLE **Director of Schools**

QUALIFICATIONS

1. Minimally, a Master's degree with a preference for a Doctorate Degree; and
2. Such other qualifications as the Board deems desirable.

REPORTS TO: 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 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 chairman, agenda recommendations relative to matters requiring board action, including all facts, information, options, and reports needed to assure informed decisions. Provides advice and counsel to the Board and 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 changes to present policies and drafts of new policies to the Board, the recommendations may be due to changes in state law or regulation, or needed at the local level to address a specific issue;
6. Develops administrative procedures to implement board policy and disseminates these procedures to the appropriate staff;
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district;
8. Ensures that all local, state/federal standards for the health and safety of the students and staff are maintained and that required reports are maintained;
9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.

Financial Management

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

2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board detailing all receipts and expenditures of public school funds and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources and complies promptly with findings of state audits.

Personnel Administration

1. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
2. Develops recruitment procedures to assure well-qualified applicants for professional and support positions.
3. Recognizes the importance of qualified personnel in key leadership positions in administration and supervision and employs them according to state rules and regulations.
4. Submits to the Board annually, in the budget process, the proposed salary schedules for both certified and classified employees.
5. Provides high caliber leadership through well qualified and dedicated personnel for the administration and supervision of the various departments within the central office and each individual school within the system.
6. Assigns and transfers principals as well as all other employees (certified and support) in compliance with state law as the best interest of the district dictates and reports such action to the Board.
7. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
8. Facilitates effective communication between the staff and the community.

Instructional Leadership

1. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Keeps the Board informed concerning courses of study, curriculum guides, and major changes in tests and time schedules to be use in the schools.
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 review 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. Interpret 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 services 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 the media. Acts as the Board's spokesperson.
5. Ensures that the district's interests will 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.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

TERMS OF EMPLOYMENT

Twelve (12) months a year (July 1 through the following June 30th).

Serves in accordance with the terms of the contract between the Board and the Director of Schools.

Salary to be determined by the Board.

EVALUATION

Performance of this job will 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 people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.