

West Carroll Board of Education

Job Description

Descriptor Term:

Director of Schools

Board Policy Reference

5.802

QUALIFICATIONS

1. State of Tennessee Department of Education Professional License with supervisor/administrator endorsement.
2. At least 3 years experience in the field of education.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO

Board of Education

JOB GOALS

To provide leadership in developing and maintaining the best possible educational programs and services for the school district.

DUTIES

1. To act for the Board in seeing that all laws relating to the schools are faithfully executed.
2. To attend all meetings of the Board and to serve as a member of the Executive Committee without additional compensation.
3. To keep a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.
4. To keep a detailed and accurate account of all receipts and disbursements of the public school funds.
5. To issue all warrants authorized by the Board for expenditures.
6. To make such recommendations to the Board as he/she deems for the best interest of the public schools, but in no case shall he/she have a vote.
7. To have general supervision of all schools, visit the schools from time to time, and advise members of the Board as to their condition and means for improvement.
8. To require the use of the state course of study and the system of promoting students in accordance with the Commissioner of Education.
9. To sign all certificates and diplomas of students who complete the courses of study.
10. To hire, transfer, suspend, non-renew, grant leaves of absence and dismiss all personnel, with the exception of placing teachers on tenure and dismissing tenured teachers.
11. To recommend to the Board the election of teachers eligible for tenure.
12. To assign teachers and other employees in the best interests of the schools.
13. To require all teachers to submit their certificates to teach, and to keep a complete record of same.
14. To file all contracts entered into with all employees of the Board.
15. To make appropriate written reports for the Board, detailing all receipts and expenditures of the public school funds.
16. To report to the Board whenever it appears that any portion of the school fund has been, or is in danger of being, misappropriated or illegally disposed of or not collected.
17. To make reports to the Commissioner of Education when requested by him or her; and make a full and complete report on forms furnished by the Commissioner of Education on or before the fifteenth day of July, annually, for the year ending the thirtieth day of June preceding.

18. To prepare, annually, with the chairman of the Board, a budget for the schools in the system, to submit the same to the Board for its approval.
19. To give his/her full time and attention to the duties of his/her position as director of schools.
20. To deliver to his/her successor all records and official papers belonging to said position.
21. To file with the Commissioner of Education a copy of the budget adopted by the Board within ten (10) days after its adoption.
22. To grant any employee access at any reasonable time to his/her personnel file and to provide a copy of documents upon payment of reasonable compensation.
23. To establish a procedure whereby an updated copy of the Rules, Regulations, and Minimum Standards of the State Board of Education are kept on file in each school library during normal school hours.
24. To ensure the appropriate implementation of all Board policies.
25. To perform such other official duties as may be prescribed by law.

The director's duties and responsibilities regarding individual schools shall be as follows:

1. To furnish each principal with a copy of the manual for internal accounting and the necessary training and assistance to adequately use it.
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 incoming principal.
4. To receive, review, and permanently file all internal accounting reports submitted by principals and report any irregularities to the Board.
5. To take action to encourage the prompt submission of all reports herein described.

WORK CONDITIONS

Office environment; travel to individual schools.

TERMS OF EMPLOYMENT

Twelve month year. Salary to be established by board of education.

SELECTION BY

Board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy On *Evaluation of the Director of Schools* (descriptor code # 5.803).