

**DIRECTOR OF SCHOOLS**

**JOB SUMMARY**

To provide leadership in developing and maintaining excellent educational programs and services and to be accountable for such to the Board of Education.

**QUALIFICATIONS**

- Master's Degree
- Five years educational administrative experience
- Valid professional license with appropriate Administrator/Supervisor endorsement
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Board of Education
- Oversee and provide administrative support and direction for all school programs, the financial operation, all parts of the physical plant, personnel, and other such duties as may be assigned by the Board
- May delegate duties together with proper authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability
- Make such recommendations to the Board as he/she deems necessary for the best interest of the school district, but in no case to have a vote on any questions coming before the Board
- Attend all meetings of the Board, keep a complete and accurate record of the proceedings of the meetings and its official acts, and serve as a member of the Executive Committee
- Keep the Board informed regarding all critical local, state, national issues
- Ensure compliance with state and federal mandates, Department of Education rules and regulations, and LSSD Board Policies
- Assist with the development/revision/update of Board policies and ensure the appropriate implementation and compliance of said policies
- Develop administrative procedures to implement Board policy and disseminates these procedures to appropriate staff
- Complete data as requested by the School Board
- Provide leadership in the identification of priorities and assures that all activities reflect board established priorities and/or are aligned with needs identified through the system-wide planning process
- Have general supervision of all schools in the system, to visit the schools periodically, and to advise the principals and teachers concerning school improvement
- Require the use of the state course of study and the system of promoting students in accordance with the Commissioner of Education and/or State Board of Education
- Develop guidelines and direction for monitoring the effectiveness of existing and new programs
- Conduct a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools
- Seek out available sources for grant or alternative funding to support programs and special educational projects
- Ensure that the goals of the school system are adequately reflected in its educational program and operations
- Provide all reports required by the Tennessee Department of Education
- Establish and carefully manage the financial operations in the school district to ensure adherence to budget provisions in the wise use of school funds
- Oversee the budget process including revenue projections and expenditures and present to the Board of Education for approval
- File with the Department of Education a copy of the Board approved local budget in a timely manner

## LEBANON SPECIAL SCHOOL DISTRICT

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- Ensure that all recommendations of the annual audit are carried out by each principal
- Receive, review, and permanently file all internal accounting reports submitted by the principals and report any irregularities to the Board
- Provide direction to and supervision of school business functions to ensure continued improvements and efficiency
- Monitor inclement weather and other natural/crisis events which may necessitate school closings
- Reside within the boundaries of Wilson County and preferably the Lebanon Special School District
- Participate in community and public relations activities, including presentations and public speaking engagements as appropriate
- Participate in professional activities at the local, state, and national levels
- Work with Board, city and county government, community groups and organizations to research issues and provide information as requested
- Promote community support of the schools and parental involvement
- Identify available community resources and links to social service agencies that education and healthy child development
- Maintain contact and good relations with local media, acting as the Board's spokesperson
- Represent the school system and its interests in community organizations, activities and projects
- Work with personnel department and principals to forecast positions for each year and project personnel cost for budgetary purposes
- Adequately post job vacancies and oversee equitable hiring and employee transfer processes
- Hire, assign, transfer, suspend, non-renew, grant leaves of absence and dismiss all personnel with the exception of placing teachers on tenure and dismissing tenured teachers (TCA 49-2-301) as the interests of the district dictate
- Make routine personnel reports to the Board
- Recommend to the Board the election of teachers eligible for tenure
- Develop recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions
- Require all teachers to submit his/her teaching certificate and any other appropriate documentation and to keep a record of the same
- File all contracts entered into with all employees of the Board
- Hold meetings of teachers and other employees as necessary for the discussion of matters concerning employees' professional growth and the improvement of schools
- Communicate directly or through delegation all actions of the Board relating to personnel matters and receive from employees communications to be made to the Board
- Ensure that an appropriate system for evaluation is utilized for all personnel
- Evaluate subordinates and supervisory staff as appropriate
- Give his/her full time and attention to the duties of the position
- When a policy decision is required in absence of a corresponding policy, the Director will act to resolve the issue and make a report to the Board at the next regular meeting
- Perform other duties as required by law or requested by the Board of Education