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| **Metropolitan Nashville Board of Education** | | | |
| Monitoring:  **Review: Annually, in February** | Descriptor Term:  **Qualifications and Duties of the Director of Schools** | Descriptor Code:  **5.802** | Issued Date: |
| Rescinds:  **EE-10** | Issued:  **07/08/14** |

**QUALIFICATIONS**:

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

**REPORTS TO**: The 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 system facilities, 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 ultimate 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 all matters requiring board action, including all facts, information, options, and reports needed to assure informed decisions. Provides advice and counsel to the board on 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. Ensures the lawful, ethical, and safe operation of the school system in line with board policy.
6. Maintain an organizational culture that treats all stakeholders with respect, dignity, and courtesy and that includes:
   1. Open, honest, and effective communication in all interpersonal action; and
   2. Respect for others and their opinions;
7. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
8. Develops administrative procedures to implement board policy or for the items deemed necessary for the efﬁcient operation of the schools and disseminates these procedures to appropriate staff.
9. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
10. 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.
11. Provides the necessary information to at least one other executive staff member so that he/she would be capable of assuming director responsibilities on an emergency basis, should the need arise.
12. Advises the board of anticipated significant media coverage.
13. Provides a process for official board, officer, and committee communications.
14. Works with the board as a whole except when:
    1. Fulfilling individual requests for information, provided such requests are not disruptive or do not require a material amount of staff time or resources;
    2. Working with officers or committees duly charged by the board; or
    3. Communicating with the chair.
15. Supplies for the consent agenda all items delegated to the director that are required by law or contract to be board-approved, along with adequate information necessary to keep the board informed.
16. Establishes a procedure for informing the board in a timely manner of the administrative disposition of complaints presented to the director by the board.
17. Provides the board as many staff and external points of view and opinions as needed for fully informed board decisions.
18. Avoids presenting information in unnecessarily complex or lengthy form.
19. Fulﬁlls all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.1

**Financial Management**

1. Provides direction to and supervision 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 the public school funds.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's ﬁnancial and physical resources.
5. Advises the board of significant changes substantially affecting the district’s financial condition.

**Personnel Administration**

1. Establishes lines of authority which shall be approved by the board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualiﬁed applicants for professional and non- professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the board relating to personnel matters to all and receives from employees communications to be made to the board.
7. Evaluates principals annually.
8. Operates with written personnel procedures which are clear as well as:
   1. Provide for effective handling of complaints;
   2. Include adequate job descriptions for all staff positions; and
   3. Protect against harassment and all forms of illegal discrimination.
9. Protects confidential employee information.

**Instructional Leadership**

1. Serves as the chief school executive. Ensures 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. Recommends to the board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used 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 audit of the total school program and advises the board of recommendations or 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.
5. Ensures that the district 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.
7. Publishes an annual progress report to the public that includes:
   1. Student performance data indicating progress;
   2. Information about school district strategies, programs, and operations;
   3. Revenues, expenditures and costs of major programs and operations intended to accomplish board goals.

**TERMS OF EMPLOYMENT**: 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 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.

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| Legal References | Cross References |
| 1. TCA 49-2-301 | Job Descriptions 5.103 |