

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

DIRECTOR OF SCHOOLS

Qualifications

1. Valid Tennessee Teacher's license with appropriate endorsement and
2. Administrative or supervisory experience and certification in accordance with state law.
3. Minimum education, Master's Degree

Essential Functions and Responsibilities

1. Act for the board in seeing that the laws relating to the schools and rules for the state and local board of education are faithfully executed;
2. Attend all meetings of the board and serve as a member of the executive committee of the board, without additional compensation;
3. Keep in electronic digital format and in well-bound books, complete and accurate record of all board meetings and of the director's official acts.
4. Keep in electronic digital format and in well-bound books, detailed and accurate account of all receipts and disbursements of the public school funds as prescribed by the State Commissioner of Education.
5. Issue within ten (10) days, all warrants authorized by the board for expenditures for public school funds;
6. Make recommendations to the board as the director deems for the best interest of the schools, but in no case shall the director have a vote on any question coming before the board.
7. Have general supervision of all schools and visit the schools from time to time, and advise with the teachers and members of the board as to their condition and improvement;
8. Require the use of the state curriculum of study for all the public schools and the system for promoting pupils from grade to grade in accordance with the regulations approved by the commissioner and state board.
9. Sign all certificates and diplomas of pupils who complete the courses of study prescribed for elementary and high schools.
10. Recommend to the board teachers who are eligible for tenure or notify such teachers of their failure of reelection (TCA 49-5-409).
11. Recommend to the board salaries for teachers in accordance with the salary schedule and the salaries and wages of all other employees nominated by the director of schools;
12. Assign teachers and educational assistants to the several schools;
13. Require all teachers to submit to the director for the record, their license or authority to teach and maintain such records on file.
14. File all contracts entered into with teachers and employees of the board, before they begin their service in the public school;
15. Issue certificates relative to the employment of minors who are enrolled as students.
16. Prepare reports of attendance and report to the commissioner of education failure of any principal within the county to make such reports.

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17. Report to the County trustee and the commissioners on or before July 1 each year, the attendance.
18. Make a written report, quarterly, to the County Commission for all receipts and expenditures of public school funds.
19. Be present at all quarterly meetings of the county trustee with the county executive covering all school funds arising from state appropriations, county levies, and all other sources and reports of the director's acts to the school board.
20. Make reports to the County Commission and the Commissioner, whenever it appears to the director that any portion of the school fund has been, or is in danger of being, misappropriated or in any way illegally disposed of or not collected.
21. Make reports to the Commissioner of Education when requested by the commissioner.
22. Prepare annually, an itemized budget for the schools in the system. The budget should reflect the amount necessary for school programming beginning on July 1. The same budget will be submitted to the board for its approval, and the same budget to the County Commission for adoption as provided for by charter.
23. File with the commissioner of education a copy of the budget adopted by the county within ten (10) days after its adoption.
24. Give the director's full time and attention to the duties of the director's position;
25. Deliver to the director's successor all records and official papers belonging to the position.
26. Furnish the commissioner a list of elected teachers and their respective salaries.
27. Grant any licensed employee or professional employee access to his/her personnel file at any reasonable time and provide copies of specified file documents upon payment of reasonable cost for such copies.
28. The director may dismiss any employee under the director's jurisdiction for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the employee, in writing, due notice.
29. Performs such other duties as may be prescribed by law.