



KNOX COUNTY SCHOOLS JOB DESCRIPTION

SUPERINTENDENT (Director of Schools)

Reports to: Board of Education

Job Summary: Serves as chief executive officer of Knox County Schools. Provides leadership and administers the school system in accordance with all Knox County Board of Education policies, laws, state codes, and mandates set by the State Board of Education and the Tennessee Department of Education. Maintains effective relationships with staff, students, parents, community, area school systems and colleges, the Tennessee Department of Education, and other appropriate city, state, and federal agencies.

Essential Functions

- Provides leadership in all matters relating to education in the district and projects a positive image for the district.
- Takes the necessary steps to provide a safe and caring environment for students and advocates for the safety and welfare of students.
- Establishes effective communication strategies to keep the Board and district informed of educational issues, needs and operations of the system, key monitoring reports, and student, staff and volunteer successes.
- Develops and maintains positive and effective relationships with the Board, staff, schools, students, and community.
- Ensures the fiscal management of the district reflects Board priorities and establishes accountability for all revenues, expenditures, and allocations.
- Under oversight of the Board, generally supervises all the public schools, departments, and personnel of the school system.
- Facilitates the planning, development, implementation, review, and evaluation of Board policies.
- In consultation with principals, staff members, and other persons and groups as appropriate.
- Develops administrative procedures and rules as necessary for implementation of Board policies.
- Leads in the development and review of a multi-year strategic plan.

Duties and Responsibilities

- Completes all duties as authorized by Tennessee Code Annotated § 49-2-301 and Knox County Board of Education Policy C-123 "Director of Schools Duties."
- Attends all meetings of the Board and assists the Board in policy development.
- Directs the establishment of administrative procedures which ensure implementation of Board policies.
- Maintains a complete record of the proceedings of all meetings of the Board and of its official acts.
- Prepares an annual budget with the Chair of the Board and submits the budget to the Board for its approval.

- Submits the Board approved annual budget to the local funding body for adoption.
- Files the budget adopted by the local funding body with the State Commissioner of Education within ten (10) days after adoption.
- Maintains a complete and accurate account of all receipts and disbursements of public school funds and reports periodically or as requested.
- Furnishes each principal with a copy of the manual for internal accounting and provides the training and assistance to use it adequately. Ensures all recommendations of the annual audit are carried out by each principal.
- Implements all rules pertaining to the supervision and administration of student activity funds and other internal school accounts.
- Supervises and visits the schools and communicates their condition and means for improvement to the Board.
- Requires the use of the state course of study and the system of promoting students in accordance with the State Board of Education and Department of Education. Signs all certificates and diplomas of students who complete the course of study.
- Ensures effective systems are in place for the selection, supervision, development and performance evaluation of all school personnel.
- Hires, transfers, suspends, non-renews, and dismisses personnel. Provides appropriate recommendation and support to the Board for granting tenure to teachers and for the dismissal of tenured teachers.
- Assigns teachers and other employees in the best interests of students and schools.
- Maintains a complete record of all teacher licenses and certificates.
- Develops and recommends to the Board comprehensive plans, including proposed goals and the development of objectives and strategies for the achievement of identified Board goals.
- Examines the effectiveness of the system's achievement of established goals and objectives and reports the level of effectiveness to the Board.
- Examines innovative educational programs and research to lead appropriate changes which support the continual improvement of the school system.
- Participates in school events and community affairs to enhance and support the district and promote public education.
- Performs other official duties as may be assigned or prescribed by law.
- Gives full time and attention to the duties of this position.

Education and Experience Requirements

- Requirements as set forth by the State of Tennessee for a Director of Schools.
- Current valid professional educator license.
- Master's degree in Education, with a preference for a Doctorate degree.
- Public education teaching experience.
- Experience in administration and/or senior leadership role within a public school system.
- Management experience over a large operational budget.
- Management experience over a large organization of people.