

TITLE

Director of Schools

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement; and
- Administrative or supervisory experience in accordance with state law.

JOB GOAL

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

ESSENTIAL FUNCTIONS

- Acts for the Board in seeing that all laws relating to the schools are faithfully executed;
- Attends all meetings of the Board and serves as a member of the Executive Committee without additional compensation;
- Keeps a complete and accurate record of the proceedings of all meetings of the Board and of its official acts;
- Keeps a detailed and accurate account of all receipts and disbursements of the public school funds;
- Issues all warrants authorized by the Board for expenditures;
- Makes such recommendations to the Board as he deems for the best interest of the public schools, but in no case shall he/she have a vote;
- Supervises all schools, visits the schools from time to time, and advises members of the Board as to their condition and means for improvement;
- Requires the use of the state course of study and the system of promoting students in accordance with the Commissioner of Education;
- Signs all certificates and diplomas of students who complete the courses of study;
- To hire, transfer, suspend, non-renew, and dismiss all personnel, with the exception of placing teachers on tenure and dismissing tenured teachers;
- **Or (depending on method of election of director)**
- Recommends to the Board all employees in the schools and to report all teachers elected to the Commissioner of Education;
- Requires all teachers to submit their certificates to teach, and keep a complete record of same;
- Files all contracts entered into with all employees of the Board;
- Makes quarterly a written report for the Board detailing all receipts and expenditures of the public school funds and submits it to the local funding body;
- Reports to the local funding body and the Commissioner of Education 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;

- Make reports to the Commissioner of Education when requested by him; and makes a full and complete report on forms furnished by the Commission of Education on or before the fifteenth (15th) day of July, annually, for the year ending the thirtieth (30th) day of June preceding;
- Prepares, 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; and presents it to the local funding body for adoption;
- Gives full time and attention to the duties of the position of director of schools;
- Delivers to his/her successor all records and official papers belonging to said position;
- Files with the Commissioner of Education a copy of the budget adopted by the local funding body within ten (10) days after its adoption;
- Establishes 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;
- Implements all rules pertaining to the supervision and administration of student body activity and other internal funds in schools;
- Furnishes each principal with a copy of the manual for internal accounting and the necessary training and assistance to adequately use it;
- Ensures that all recommendations of the annual audit are carried out by each principal;
- Ensures an orderly transfer of a school's financial records between an outgoing and an incoming principal;
- Receives, reviews, and permanently files all internal accounting reports submitted by the principals and reports any irregularities to the Board;
- Takes action to encourage the prompt submission of all reports herein described;
- Stays familiar with and ensures appropriate implementation of Board policies; and
- Performs such other duties as may be prescribed by law.

PHYSICAL DEMANDS

The following physical demands may be required:

- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

Director of Schools

- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to “catch on” or understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Data Perception:* Ability to understand and interpret information which may be presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Director of Schools