



Board of Education Called Meeting  
August 18, 2022 5:00 PM  
Central Office Board Room  
154 Blountville Bypass  
Blountville, TN 37617

1. Call to Order
2. Director of Schools Search
3. Adjournment

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>02/07/19</b>
		Rescinds: <b>5.801</b>	Issued: <b>06/28/12</b>

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.<sup>1</sup> The  
2 Board is responsible for finding the person it believes can most effectively translate into action the  
3 policies of the Board and the goals of the community and the professional staff.

4 The Board may employ a consultant to advise and assist the Board in the search and selection process.  
5 However, final selection shall rest with the Board after a thorough consideration of qualified  
6 applicants. An interim director of schools appointed during the time of a search shall not become a  
7 candidate unless the Board expressly permits such inclusion in the selection procedures. A board  
8 member may not apply for or in any other way be considered for the position of director of schools.<sup>2</sup>

9 Prior to conducting a search to fill the position, the Board shall initially develop the following:

- 10 • A job description;
- 11 • A timeline;
- 12 • A process for accepting and reviewing applications; and
- 13 • Selection procedures which shall include, but not be limited to, the following:<sup>3</sup>

- 14
- 15 1. The Board shall invite the community, including board employees, to participate in the
- 16 process of selecting a director of schools. Resumes of persons interviewed by the Board
- 17 shall be available in the central office for public inspection.
- 18
- 19 2. The interview process for each finalist shall include meetings with various staff and
- 20 community groups and an interview with the entire board.
- 21
- 22 3. Only candidates receiving four out of seven board member votes will be interviewed by the
- 23 Board in an open session. Only board members will be allowed to ask questions during the
- 24 interview.
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## Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>02/07/19</b>
		Rescinds: <b>5.802</b>	Issued: <b>04/10/12</b>

## 1 **QUALIFICATIONS**

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

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be  
13 assigned by the Board. The director of schools may delegate these duties together with appropriate  
14 authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of  
15 accountability.

## 16 **ESSENTIAL FUNCTIONS**

### 17 **General Administrative**

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those  
19 board-established priorities.
- 20
- 21 2. Prepares and recommends short- and long-range plans for board approval and implements those  
22 plans when approved.
- 23
- 24 3. Prepares, in conjunction with the board president, agenda recommendations relative to all  
25 matters requiring board action, including all facts, information, options and reports needed to  
26 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 27
- 28 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
29 of the proceedings of all meetings of the Board and of its official acts.
- 30

- 1 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.  
2 Recommends policies or courses of staff action.  
3
- 4 6. Develops administrative procedures to implement board policy or for the items deemed  
5 necessary for the efficient operation of the schools and disseminates these procedures to  
6 appropriate staff.  
7
- 8 7. Keeps the Board informed regarding development in other districts or at state and national  
9 levels that would be helpful to the district.  
10
- 11 8. Ensures that all local, state/federal standards for the health and safety of the students and staff  
12 are maintained and that required reports are maintained.  
13
- 14 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee  
15 and the rules and regulations of the State Board.<sup>1</sup>

## 16 **Financial Management**

- 17 1. Provides direction to and supervision of school business functions. Encourages development  
18 and implementation of sound business practices. Continually assesses business practices to  
19 achieve efficiency.
- 20 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget  
21 to the appropriate local funding body for adoption.
- 22 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the  
23 public school funds and submits them to the local funding body.
- 24 4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
25 district's financial and physical resources.

## 26 **Personnel Administration**

- 27 1. Employs such personnel as may be necessary within the limits of budgetary provisions and  
28 recommends to the Board teachers who are eligible for tenure.
- 29 2. Develops recruitment procedures to assure well-qualified applicants for professional and  
30 nonprofessional positions.
- 31 3. Assigns and transfers employees as the interest of the district may dictate and reports such  
32 action to the Board for information and record.
- 33 4. Holds meetings of teachers and other employees as necessary for the discussion of matters  
34 concerning the welfare and improvement of the schools.
- 35 5. Communicates directly or through delegation all actions of the Board relating to personnel  
36 matters to all and receives from employees communications to be made to the Board.

1           6. 6. Evaluates principals annually.

2           **Instructional Leadership**

3           1. Administers as chief school executive, the development and maintenance of a positive  
4           educational program designed to meet the needs of the community and to carry out the policies  
5           of the Board. Ensures that a system of thorough and efficient education, as defined by state law,  
6           is available to all students.

7           2. Recommends to the Board for its adoption all courses of study, curriculum guides and major  
8           changes in tests and time schedules to be used in the schools.

9           3. Oversees the timely revisions of all curriculum guides and courses of study.

10          4. Develops guidelines and direction for monitoring the effectiveness of existing and new  
11          programs.

12          5. Conducts a periodic audit of the total school program and advises the Board of  
13          recommendations for the educational advancement of the schools.

14          6. Seeks out available sources for grant funding to support programs and projects.

15          7. Ensures that the goals of the school system are adequately reflected in its educational program  
16          and operations.

17          **Community/Public Relations**

18          1. Promotes community support of the schools. Interprets district programs and services, reports  
19          plans, events and activities of interest and solicits community opinions regarding school and  
20          educational issues.

21          2. Identifies available community resources and links to social service agencies that support  
22          education and healthy child development.

23          3. Develops strategies to promote parental involvement in their children's education and provides  
24          opportunities for parent-teacher interaction.

25          4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

26          5. Ensures that the district interests will be represented in meetings and activities of municipal and  
27          other governmental agencies.

28          6. Represents the school system and its interests in community organizations, activities and  
29          projects.

30          **TERMS OF EMPLOYMENT:** Twelve (12) months a year. Serves in accordance with the terms of  
31          the contract between the board and the director of schools. Salary to be determined by the Board.

- 1 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
2 and the Board's policy on evaluation of the Director of Schools.
- 3 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature  
4 and level of work being performed by the person assigned to this position. They are not intended to be  
5 a complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301; TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)

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Cross References

Executive Committee 1.301  
Administrative Procedures 1.601  
Administrative Committees 1.602  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803