

Williamson County Board of Education



Adopted Date:
4/19/04
Editorial 6/6/14

5.802

SUPERINTENDENT OF SCHOOLS –
QUALIFICATIONS & DUTIES
Page 1 of 2

1 The administration of the school system in all of its aspects shall be delegated to the Superintendent of
2 Schools, who shall carry out his administrative functions in accord with the policies adopted by the Board.
3 The execution of all decisions made by the Board concerning the internal operation of the school system shall
4 be delegated to the Superintendent of Schools. The specific duties of the Superintendent of Schools are
5 outlined in TCA 49-2-301(f) and include, in part, the following:

- 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31
 - 32
 - 33
 - 34
 - 35
 - 36
 - 37
 - 38
 - 39
 - 40
 - 41
 - 42
 - 43
 - 44
 - 45
 - 46
 - 47
 - 48
 - 49
 - 50
1. Within the approved budget, and consistent with existing state laws, board policies, and locally negotiated agreements covering licensed personnel, to hire, transfer, suspend, non-renew and dismiss all personnel, licensed or otherwise, except as provided in TCA 49-2-203(a)(1) and chapter 5, part 5;
 2. To recommend to the Board the election of teachers eligible for tenure; [See TCA 49-2-203(a)(1);
 3. To assign teachers and other employees in the best interests of the schools;
 4. To make appropriate written reports for the Board, detailing all receipts and expenditures of the public school funds, and submit them to the local funding body;
 5. To report to the local funding body whenever it appears that any portion of the school funds has been, or is in danger of being, misappropriated or illegally disposed of or not collected;
 6. To prepare, annually, with the Chairman of the Board, a budget for the schools in the system, to submit same to the Board for its approval, and to present it to the local funding body for adoption;
 7. To ensure the appropriate implementation of all Board policies.

By its nature, the position of Superintendent of Schools is an exacting position. In addition to the minimum requirements specifically set forth by the State Board of Education, the Superintendent of Schools shall be of good character and of unquestionable morals and integrity; he shall possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices; he shall demonstrate high business and educational ability and leadership; he shall be able and willing to accept responsibility. He shall have a strong personality and a capacity for maintaining the respect of educational leaders in neighboring counties and in the State of Tennessee.

The Superintendent of Schools shall be employed by the Board under written contract for a maximum of four (4) years, which may be renewed.

The Superintendent of Schools shall be the administrative head of all divisions and departments of the school system. He may delegate responsibility for the operation of various segments of the school system, but he shall be responsible to the Board for the results produced.

The Superintendent's duties and responsibilities regarding individual schools shall be as follows:

1. To furnish each Principal with a copy of the manual for internal accounting and the necessary training and assistance to adequately use it;
2. To see that all recommendations of the annual audit are carried out by each Principal;
3. To accomplish an orderly transfer of a school's financial records between an outgoing and an incoming Principal;
4. To receive, review, and permanently file all internal accounting reports submitted by the Principals and report any irregularities to the Board; and
5. To take action to encourage the prompt submission of all reports therein described.

Williamson County Board of Education

**Adopted Date:**

4/19/04

Editorial 6/6/14

5.802

SUPERINTENDENT OF SCHOOLS –
QUALIFICATIONS & DUTIES

Page 2 of 2

1 Compensation and Benefits for the Superintendent of Schools shall be fixed by the Board annually during the
2 regular budget making process.

3
4 The Superintendent of Schools shall receive reimbursement for expenses according to the rate and methods
5 prescribed for all employees eligible for such reimbursement.

6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50