



## Superintendent

### Job Overview

The Williamson County Schools Superintendent, under the direction of the Board, oversees the direction and supervision of the District's schools, departments, and personnel.

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### Essential Functions

- Serves as the chief executive officer of Williamson County Schools.
- Provides expertise to the development of and implementation of the District's strategic plan.
- Leads the Instructional Leadership Team and the Operational Leadership Team to ensure an effective cohesive approach to the delivery of District leadership and services.
- Collaborates with internal and external stakeholders (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Reviews policy and rule recommendations to ensure the effective administration of the District.
- Approves recommendations for employment and disciplinary actions. Hears appeals for employee and student grievances.
- Manages oversight of the annual District operating and capital budgets and authorizes expenditures.
- Manages oversight of a wide variety of programs and processes (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, and supporting staff.
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.
- Performs all duties as required by Tennessee Code Annotated §49-2-301(b)(1).
- Performs other duties as directed by the Board.

### Qualifications

**Minimum education:** Candidate must possess a bachelor's degree.

**Clearances:** Candidate must be able to pass a criminal justice fingerprint/background check.

The ideal candidate will have the following experience, skills, knowledge, abilities and/or competencies:

- Has the ability to initiate and adapt to change.
- Has the ability to unite diverse goals for a common purpose and to engage parents in the education of their children.
- Speaks and writes effectively to communicate the successes as well as the needs of the school system.
- Is seen as an advocate for the District's children and for public education; can build support, confidence, and pride in the District.
- Listens carefully and processes individual and community concerns so that she or he understands the concerns of people who will be affected by a decision; commitment to accessibility and a willingness to maintain an open-door policy.
- Has the ability to build healthy relationships with students, employees, the Board, and the community.
- Has a record of working effectively with a school board and of keeping the Board well-informed, sharing credit for accomplishments and enhancing the reputation and effectiveness of the Board.
- Has the ability to determine the effectiveness and efficiency of school personnel and programs and take the necessary action to enhance operations.
- Has the ability to act with integrity and consistency in dealings with others.
- Has the ability to analyze complex problems, develop and implement solutions.
- Has the ability to effectively communicate to internal and external audiences comprised of individuals from a wide cross section of backgrounds and greatly varied levels of understanding.
- Has the ability to relate well to others and work as a member of a leadership team.



# Williamson County Schools

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- Has the ability to represent the district and articulate its mission and accomplishments to a wide variety of audiences.
- Has the ability to delegate responsibility effectively and in a manner that recognizes the autonomy of senior staff while ensuring accountability.

## **Working Environment**

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

*Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*