



**Administrative Policies and Procedures: 18.7**

<b>Subject:</b>	<b>Youth Development Center Superintendents Qualifications and Responsibilities</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106; 37-5-201; 37-5-202; 37-5-203; 37-5-204
<b>Standards:</b>	<b>ACA:</b> 4-JCF-6A-05, 4-JCF-6A-06, 4-JCF-6A-07, 4-JCF-6A-08
<b>Application:</b>	To All Department of Children's Services Employees

**Policy Statement:**

The Department of Children's Services shall seek to hire individuals as Superintendents whose credentials are consistent with those required for accreditation by the *American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities*.

**Purpose:**

To outline the qualifications and responsibilities of the Superintendent of the Youth Development Centers as required by the *Tennessee Code Annotated (37-5-202; 37-5-203; 37-5-204)* and the *American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities*.

**Procedures:**

**A. Qualifications**

The qualifications for the position of Superintendent as specified by the *American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities* include at a minimum the following:

1. A bachelor's degree in an appropriate discipline; five (5) years of related administrative experience; and demonstrated administrative ability and leadership.
2. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.

**B. Responsibilities**

1. The responsibilities of the Superintendent include the management of all aspects of a Youth Development Center (YDC) and the supervision and enforcement of relevant policies and procedures in accordance with rules and regulations, *Tennessee Code Annotated 37-5-202; 37-5-203; 37-5-204* and the *American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities*.
2. Specific responsibilities may also be established in writing at the discretion of the appointing authority.

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<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities</i>
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