

DISTRICT ADMINISTRATOR

500.32

REPORTS TO:

Board of Education

JOB GOAL:

The District Administrator is the chief executive officer of the School District. He/she shall act in accordance with the policies, rules and regulations as established by the Board of Education and laws and administrative regulations of the State of Wisconsin.

The administration of the school district shall be delegated to the District Administrator. He/she, in turn, will delegate duties and authority to insure the implementation of policies for the best interest of the student in the school district.

QUALIFICATIONS:

1. Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.
2. At least eight years experience in education, with a minimum of three years in an administrative position.
3. Alternatives to the above qualifications as the School Board may find appropriate or acceptable.

PERFORMANCE CHARACTERISTICS AND EXPECTATIONS:

1. This individual will be a team-oriented leader.
2. This individual will demonstrate a collaborative demeanor and facilitate a collaborative environment.
3. This individual will be an effective and timely communicator.
4. This individual will utilize data to make sound and effective administrative decisions.
5. This individual will develop and practice good leadership skills.

PERFORMANCE RESPONSIBILITIES:

I. Policy and Contract Administration

- A. The District Administrator will coordinate a management team consisting of all administrative personnel.
- B. The District Administrator shall make sure that district policies are administered fairly and consistently throughout the district. S/he will also carry on policy evaluation and revision and make recommendations to the Board for proposed changes.

- C. The District Administrator shall advise the Board of Education during the formulation of and shall execute all contracts entered into by the Board of Education and School District.
- D. The District Administrator shall be the professional advisor to the Board of Education in the formulation of policies for the school system and shall execute the policies adopted by the Board of Education. S/he shall have the responsibility to make the rules and regulation to govern routine matters of school district operations.

II. **Planning**

- A. The District Administrator shall establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and shall be responsible for the proper administration of the schools within this framework.
- B. S/he shall assume full responsibility for making all recommendations to the Board of Education on all phases of school operation. S/he will solicit input from staff.
- C. The District Administrator helps to establish both short and long range goals for the district. S/he fosters new ideas, acts as a catalyst for change and innovative thinking accepts accountability for the overall effectiveness.
- D. S/he shall be responsible for the planning and use of all school facilities and will be responsible for the control of all school buildings, grounds and equipment, subject to the policies and regulations adopted by the Board of Education.
- E. The District Administrator shall recommend plans for long range maintenance programs for renovations of the school property, and for new construction. S/he shall be responsible that all such plans, once approved by the Board of Education, are properly executed.
- F. S/he shall keep the Board of Education informed of the school district's progress toward achieving its goals and objectives.

III. **Staff Relations**

- A. The District Administrator shall make recommendations to the Board regarding the employment and promotion of all personnel.
- B. It is the responsibility of the District Administrator that positive personnel practices are carried out within the District.
- C. Communication shall be maintained between the District Administrator and all employees and the board will be apprised when necessary.

IV. **Supervision and Evaluation**

- A. The District Administrator will ensure that a staff supervision and evaluation program is carried out throughout the district.
- B. S/he shall assume complete responsibility for the evaluation of personnel who report directly to her/him, and review the evaluation of all other administrators and teaching personnel of the district.
- C. The District Administrator or her/his designee shall provide supervision of all instruction and the control and management of pupils.

V. Budgeting and Financial Planning

- A. The District Administrator shall oversee budget information that is prepared for presentation to the Board of Education.
- B. S/he is responsible for the preparation and administration of the school district's budget. It will be prepared and administered in compliance with Board policy and State law.

VI. School/Community Relations

- A. The District Administrator will keep parents and the community apprised of the status of the school and its programs.
- B. S/he will serve as an advocate for students and their educational programs.
- C. The District Administrator will ensure that the District maintains positive school/community relations. This will be a cooperative effort among the Board, Administrators, teachers and support staff.

VII. Staff Recruitment and Development

- A. The District Administrator, or delegated Administrator, shall be responsible for recruitment, selection and assignment of all employees needed by the District.
- B. S/he shall work on the development, maintenance and operation of a constructive program of inservice training and education for all employees of the school system.
- C. The District Administrator is responsible for the development of Career Professional Plans.

VIII. Curriculum

- A. The District Administrator and her/his staff will ensure that the District maintains the highest academic level possible for students. It is recognized that the curriculum of the district is the most important part of the program.

- B. S/he shall oversee the content of each course of study in the district curriculum, and prepared by the Curriculum Coordinator/staff, and keep the Board apprised of the district's curriculum.
- C. S/he shall prepare, or have prepared for his/her approval, the content of each course of study in the district curriculum, and shall keep the Board apprised of changes in the curriculum, and seek its approval for major changes.

IX. Communication

- A. The District Administrator shall relate to staff members, parent groups, agencies of the community and other educational agencies.
- B. S/he will oversee the development and maintenance of internal and external communication mechanisms.
- C. The District Administrator shall keep the Board of education apprised of the success of policies adopted, the general condition of the school system, and concerns requiring Board of Education consideration.
- D. S/he shall ensure that the Board of Education is kept informed of all regular/special meetings, and attend all meetings of the Board of Education. S/he shall ensure that all notifications of Board and Committee meetings are posted.

X. Discipline

- A. It is the District Administrator's responsibilities to make certain that fair and equal treatment of all employees and students is maintained throughout the district.
- B. The District Administrator shall ensure that policies and procedures are established for students' rights, responsibilities and discipline.
- C. Employee discipline will be administered fairly and consistently in accordance with all policies, contracts and laws.
- D. S/he may recommend to the Board of Education dismissal of employees and expulsion of students.

XI. Other Responsibilities

- A. The District Administrator may delegate to subordinates any of the responsibilities and duties which the Board of Education has entrusted to her/him, but in every instance, s/he shall continue to be responsible and accountable to the Board of Education for the execution of the responsibilities and duties delegated.

- B. S/he shall perform any and all other duties prescribed by the Board of Education, the Superintendent of Public Instruction for the State of Wisconsin, or that are self-initiated.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board May 31, 2007