

JOB DESCRIPTION - DISTRICT ADMINISTRATOR (SUPERINTENDENT)

2001

JOB GOAL: The District Administrator is the chief executive officer of the school district. He/she will 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 students in the school district.

REPORTS TO: Board of Education

SUPERVISES: The District Administrator has the responsibility for the direct supervision of all administrative personnel and the maintaining of an effective supervisory program for all district employees.

QUALIFICATIONS: Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction. At least eight years experience in education, with a minimum of three years in an administrative position. Masters Degree or higher preferred.

TERMS OF EMPLOYMENT: Salary, benefits and/or other contract requirements to be determined annually or as often as the Board and District Administrator mutually agree.

PERFORMANCE RESPONSIBILITIES:

Policy and Contract Administration

1. Serves as 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.
2. Ensures that district policies are administered fairly and consistently throughout the district. Initiates and guides policy evaluation and revision and makes recommendations to the Board for proposed changes.
3. Advises the Board of Education during the formulation of and execution of all contracts entered into by the Board of Education and School District.
4. Attends all meetings of the Board, and its committees, except when excused by the Board.
5. Is responsible for the posting notification of all Board and committee meetings.
6. Coordinates a management team consisting of applicable administrative personnel.

Curriculum

7. Ensures that the District maintains the highest academic level possible for the students.
8. Prepares, or has prepared for his/her approval, the content of District curriculum, and seeks approval of changes in the curriculum.

Supervision & Evaluation

9. Ensures that the staff supervision and evaluation program is carried out throughout the District.
10. Assumes complete responsibility for the evaluation of personnel who report directly to him/her and reviews the evaluation of all teaching personnel of the District.
11. Provides supervision of all instruction and the control and management of all pupils.

Staff Recruitment & Development

12. Is responsible for recruitment, selection, and assignment of all employees needed by the school district.
13. Works with the district inservice committee on the development, maintenance, and operation of a constructive program of inservice training and education for all employees of the school system.

Budgeting & Financial Planning

14. Is responsible for the preparation of and administration to the Board of Education.
15. Prepares budget information for presentation to the Board of Education.
16. Is responsible for administering grants and alternative financial resources.

Planning

17. Establishes both short and long range goals for the District. Fosters new ideas, acts as a catalyst or change and innovative thinking and accepts accountability for the overall effectiveness.
18. Establishes and maintains an organizational system with clearly defined lines of authority and responsibility for all members of the school staff
19. Assumes full responsibility for making all recommendations to the Board of Education on all phases of school operation.
20. Is responsible for the planning and use of all school facilities and will be responsible for the control and supervision of all buildings, grounds, and equipment, subject to the policies and regulations adopted by the Board of Education.
21. Recommends plans for a long range maintenance program for renovation of the school property and for new construction. Is responsible for all such plans, once approved by the Board of Education, are properly executed.
22. Keeps the Board of Education informed of the school district's progress toward achieving its goals and objectives.

School-Community Relations

23. Relates relevant information to staff members, parent groups, and agencies of the community.
24. Is responsible for both internal and external communications for the district.

Special Education

25. Function as the district's Special Education Director.

DISTRICT GOALS:

- * The District Administrator will, in conjunction with the School Board, develop yearly district goals.
- * The District Administrator may delegate responsibilities for development, planning and implementation of specific goals. He/she will continue to be responsible and accountable for the execution of all District goals.

OTHER RESPONSIBILITIES:

- * The District Administrator may delegate to subordinates any of the responsibilities and duties which the Board of Education has entrusted to him/her, but in every instance, he/she shall continue to be responsible and accountable to the Board of Education for the execution of the responsibilities and duties delegated.
- * He/she shall perform any and all duties prescribed by the Board of Education and the Superintendent of Public Instruction for the State of Wisconsin.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to staff, public groups, and/or the Board of Education.

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MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of business/accounting management. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS & ABILITIES: Must be able to speak on demand to large groups of people. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

s.s. 118.24	Adopted:	9-21-83
s.s. 121.02(1)(a)(q)	Revised:	4-23-97
PI3	Revised:	3-20-02
PI8.01(2)(a)(q)	Revised:	9-21-10