

Proper administration of the Waunakee Community Schools is most vital to a successful educational program. The general purpose of the District's administration shall be to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment in which students work and learn most effectively. Administrative duties and functions should be appraised in terms of the contributions made to improving instruction and learning and in accordance with Board adopted job descriptions.

The Board shall rely on its chief executive officer, the superintendent, to provide at the District level the professional administrative leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the superintendent. Principals are all expected to administer their units in accordance with Board policy and the superintendent's rules and procedures.

The superintendent and each administrator shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations of the superintendent, then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the Waunakee Community School District are:

1. To manage the District's various departments, schools, and programs effectively.
2. To provide professional advice and counsel to the Board and to advisory groups established by the Board.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such subgoals as (a) keeping the District abreast of current educational developments; (b) developing staff to establish and operate learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process by staff, students, parents, and the public in order to facilitate the communication of ideas.

Legal References:

Wisconsin Statutes

Section 118.19	[licensure, generally]
Section 118.24	[administrator contracts]
Section 121.02(1)(a)	[school district standards; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

ADMINISTRATION GOALS

Policy 210

Wauwaukee Community School District

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[PI 8.01\(2\)\(a\)](#) [school district standards; assure proper license/certification is on file]
[PI 34](#) [licensure requirements]

Cross References:

Administrative Staff Job Descriptions

Adoption and Revision Dates:

March 1994

January 2002

February 2022