

231 - DISTRICT ADMINISTRATOR JOB DESCRIPTION

The District Administrator (Superintendent) is the chief executive office 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 District Administrator shall perform any and all duties prescribed by the Board of Education, the State Superintendent of Public Instruction for the State of Wisconsin, or that are self-initiated.

The administration of the School District shall be delegated to the District Administrator. 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 delegate.

QUALIFICATIONS:

Must meet all legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.

Shall have at least eight years' experience in education, with a minimum of three years in an administrative position. He/she shall possess a strong background in school administration, leadership, school finance, school law, administration of federal programs, political issues that impact school districts, building operations, personnel, and long-range planning.

REPORTS TO:

Board of Education

SUPERVISES:

The District Administrator has the responsibility for the direct supervision of building level principals and the maintaining of an effective supervisory program for all District employees.

****Represents duties/responsibilities added during the time when no business manager was employed full-time with the school district.**

PERFORMANCE RESPONSIBILITIES:

Policy and Contract Administration:

The District Administrator will coordinate a management team consisting of all administrative personnel.

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. He/she shall have the responsibility to make rules and regulations to govern routine matters of School District operation.

The District Administrator shall make sure that District policies are administered fairly and consistently throughout the District. He/she will also carry on policy evaluation and revision

and make recommendations to the Board for proposed changes.

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.

****Serve as the District's privacy official for HIPPA**

****Ensure absolute confidentiality of information, files, and records**

Planning:

The District Administrator, with the Administrative Team, helps to establish both short and long-term goals for the District. He/she fosters new ideas, acts as a catalyst for change and innovative thinking and accepts accountability for the overall effectiveness.

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.

The District Administrator shall assume full responsibility for making all recommendations to the Board of Education on all phases of school operation. He/she will solicit input from the staff.

The District Administrator shall be responsible for the planning and use of all school facilities and will be responsible for the control and supervision of all school buildings, grounds, and equipment, subject to the policies and regulations adopted by the Board of Education.

The District Administrator shall recommend plans for long-range maintenance, for renovations of the school property, and for new construction; and he/she shall be responsible that all such plans, once approved by the Board of Education, are properly executed.

The District Administrator shall keep the Board of Education informed of the School District's progress toward achieving its goals and objectives.

Budgeting and Financial Planning:

The District Administrator is responsible for the preparation of and administration of a School District budget. It will be prepared and administered in compliance with Board policy and state law.

Budget information will be prepared for presentation to the Board of Education.

****Assist the Principals with the development of their individual building budgets.**

****Direct the budgetary process in purchasing and supply management.**

****Manage the District's budget and contribute to financial decisions throughout the year.**

****Provide leadership in developing and maintaining the most optimum fiscal programs and operations.**

****Conduct a finance committee meeting to present information on District expenditures and receipts prior to each regular Board meeting.**

- **Actively participate in contract negotiations with employee groups.
- **Seek bids according to Board policy.

Supervision and Evaluation:

The District Administrator will ensure that a staff supervision and evaluation program is carried out throughout the District.

The District Administrator shall assume complete responsibility for the evaluation of personnel who report directly to him/her and review the evaluation of all other personnel of the District.

The District Administrator or his/her designee shall provide supervision of all instruction and the control and management of all pupils.

- **Supervise the operation of the food service program.
- **Serve as the Coordinator of the District's safety program or designate said person.

Staff Relations:

It is the responsibility of the District Administrator that positive personnel practices are carried out within the District.

The District Administrator shall make recommendations to the Board regarding the employment and promotion of all personnel.

Communication shall be maintained between the District Administrator and all employees and the Board will be apprised when necessary.

Staff Recruitment and Development:

The District Administrator or delegated staff member shall be responsible for recruitment, selection, and assignment of all employees needed by the School District.

The District Administrator shall work with the District in-service committee on the development, maintenance, and operation of a constructive program of in-service training and education for all employees of the school system.

School Community Relations:

The District Administrator will ensure that the District maintains positive school community relations. This will be a cooperative effort between the Board, administrators, teachers, and support staff.

The District Administrator and the staff will keep the parents and the community apprised of the status of the schools and their programs.

The District Administrator will serve as an advocate for students and their educational programs.

Curriculum:

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

The District Administrator shall prepare, or have prepared for his/her approval, the content of each course of study in the District curriculum and keep the Board apprised of the District curriculum and of any major changes therein. He/she will seek Board approval for District curriculum and any major changes therein.

Discipline:

It is the District Administrator's responsibility to make certain that fair and equal treatment of all employees and students is maintained throughout the District.

The District Administrator shall ensure that policies and procedures are established for student's rights, responsibilities, and discipline.

Employee discipline will be administered fairly and consistently in accordance with all policies.

The District Administrator may suspend an employee or student at any time. He/she may recommend to the Board of Education dismissal of employees and expulsion of students.

Communication:

The District Administrator shall relate to staff members, parent groups, agencies of the community, and other educational agencies.

The maintenance of both internal and external communications is the responsibility of the District Administrator.

The District Administrator shall keep the Board of Education apprised of the success of policies adopted, the general condition of the school system, and problems requiring Board of Education consideration.

The District Administrator shall notify all members of the Board of Education of all regular and special meetings, and attend all meetings of the Board of Education.

The District Administrator shall post notification of all Board and Committee meetings.

Adopted: November 20, 2007

Revised: July 20, 2016, September 20, 2023