

224 BOARD-DISTRICT ADMINISTRATOR RELATIONS

The District Administrator will keep the Board informed in all areas of the operation of the schools. He/she will lead the schools in conformity with the adopted policies of the Board and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, students, technical, vocational, and continuing education, employee relations, information and community services, and federal and special programs. The District Administrator directly reports and is responsible to the Board of Education. All other district staff report either directly or indirectly to the District Administrator. The District Administrator will coordinate all district functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the District Administrator in a cooperative climate with the Board are identified as:

<u>Board</u>	<u>District Administrator</u>
1. Select a competent, established educational leader as District Administrator.	Educational leadership is necessary.
2. Serve as a policy-making body.	Recommend sound policies and implement these policies by formulating and enforcing rules and regulations. Make the Board policy effective through efficient leadership.
3. Allow the District Administrator to lead the schools.	Keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
4. Exercise sound judgment in the business affairs of the school corporation.	Deal always in an honest, professional, straight-forward, open, and above-board manner with the Board, the staff, and the community.
5. Deal always in an ethical, honest, straight-forward, open, and above-board manner with the District Administrator and community.	Present personnel needs to the Board.
6. Provide necessary personnel within budget limitations.	Make assignments for each position with the Board's authorization.
7. Approve an organizational pattern for the administration.	

Board

District Administrator

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| 8. Take legal action required by law. | Recommend to the Board all action required by law. |
| 9. Examine and approve an annual budget. | Recommend an annual budget with necessary supporting data. |
| 10. Function as a Board rather than as individuals. | Deal with the Board as a whole rather than with individual members. |
| 11. Carry on communications with staff members through the District Administrator. | See that the staff can have necessary communication through the District Administrator with the Board. |
| 12. Hold the District Administrator accountable for results. | Accept responsibility for results. |
| 13. Remember the schools exist for the benefit of the students and the community. | Remember that schools exist for the benefit of the students and the community. |

This policy outlines the general responsibilities of the District Administrator and Board of Education.

LEGAL REFERENCE: Wisconsin Statutes, Section 118.24, 120.12, 120.13
150 (School Board Powers and Duties)

CROSS-REFERENCE: 231 District Administrator (Job Description)

APPROVED: December 9, 2002

REVISED: April 3, 2017

REVIEWED: December 21, 2020