

230 ADMINISTRATIVE TEAM

The administrative team of the School District of Williams Bay is established to improve the management function of the District by bringing to bear more effective research on District programs; establishing a more coordinated program relating to the evaluation of District operations and personnel; improving communications among all District personnel; increasing the commitment of District personnel to District service, and providing an enhanced refinement and delineation of District policies and procedures.

The administrative team consists of the District Administrator, Middle/High School Principal, Elementary Principal, Director of Special Education, and School Business Manager.

The administrative team shall have the following duties and responsibilities:

1. Make policy recommendations to the Policy Committee and Full Board.
2. Develop administrative regulations and procedures for implementing policy positions adopted by the Board.
3. Involve other staff members with expertise as needed in the development of District policies and procedures.
4. Provide information and suggestions in the development of District educational goals and objectives and oversee curriculum development.
5. Interpret and disseminate District policies and programs to other District personnel, students, parents, and residents.
6. Evaluate employee demands and requests and recommend the District response.
7. Serve as supportive personnel in District employee relations.
8. Recommend staff program development, implementation, and evaluation.
9. Recommend budget needs as perceived to meet program needs.
10. Perform such other functions as may be necessary for the effective operation of the school district.
11. The administrative team will meet regularly to assure the free flow of communications between and among the team. The key to this communication is mutual respect and trust.

LEGAL REFERENCE: Wisconsin Statutes, Section 118.24

CROSS-REFERENCE: Board Policy 232, High School Principal (Job Description)
233, Elementary School Principal (Job Description)

APPROVED: December 9, 2002

REVISED: April 3, 2017
December 21, 2020

Williams Bay School District
Williams Bay, Wisconsin