

## JOB DESCRIPTION - QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR

### QUALIFICATIONS:

The District Administrator shall possess a Wisconsin school administrator's license and shall meet or exceed all standards set by state statute and by regulation of the Department of Public Instruction. The District Administrator shall also possess such other qualifications as may be agreed upon by the entire Board at the time of recruiting a new District Administrator.

REPORTS TO: The District Administrator shall be immediately responsible to the School Board.

### PURPOSE OF THE JOB:

The District Administrator shall serve as the chief executive officer of the District.

- The administration of the schools in all aspects shall be delegated to the District Administrator;
- The District Administrator shall possess the powers and discharge the duties as defined in the State of Wisconsin School laws;
- The District Administrator shall be responsible for executing all policies, decisions and orders of the Board;
- The District Administrator shall prepare policies and advise upon policies under consideration by the Board and supply information needed by the Board to evaluate and appraise the success of its policies and their administration;
- The individual serving in this capacity must demonstrate leadership in all areas of the educational program;
- The District Administrator shall be the official spokesperson for the school district;
- The District Administrator shall act as the Chief Communications Officer for the school district;
- The District Administrator may delegate various duties to other administrative, guidance and supervisory personnel, but he/she shall have final responsibility to the Board for District operations.

### JOB RESPONSIBILITIES:

The District Administrator's powers and duties shall be as follows:

1. Administer the policies as established by the School Board.
2. Recommend the number and types of personnel to operate the school effectively and efficiently.

3. Recommend policies on organization, finance, personnel, instruction, school plant and other phases of the school program.
4. Hire all qualified professional and non-professional employees of the Board, subject to Board approval and be responsible for their appropriate assignments within the school system.
5. Recommend for discharge from duty, subject to the action of the Board, any teacher or other employee.
6. Supervise the preparation of the budget, including a plan for staff compensation, and make recommendations concerning it to the School Board and supervise administration of the budget.
7. Keep the Board informed on the progress and condition of the school.
8. Attend all meetings of the School Board, ~~and~~ participate in all its deliberations, except those involved in his/her own employment or evaluation and assist the Board in creating an effective governance structure.
9. Direct, assign, supervise, transfer, evaluate and counsel all instructional and non-instructional personnel.
10. Enforce all provisions of school law and all rules and regulations established by the School Board.
11. Keep the Board, staff and public informed on matters of general interest regarding the schools, and continually strive to promote public interest and participation in school activities;
12. Oversee all maintenance, repair and building projects.
13. Study, report and recommend for action all needs, educational and other, to the School Board.
14. Develop with the Board and direct, supervise and evaluate the instructional program of the school.
15. Develop with the Board a public relations program designed to inform and enlist the support and understanding of residents of the School District.
16. Establish and direct all child accounting records as required by state law and the School Board.
17. Direct the classification and promotion or retention of all students.

18. Provide cooperative leadership and procedures with administrators, the faculty and/or the Board for the in-service training program, curriculum development and general school program.
19. Meet with parents and citizens relative to problems involving an individual child or the school program.
20. Develop with the Board and direct a guidance program designed to meet the needs of students.
21. Establish and direct procedures for providing adequate business accounting methods for the General Account, Activity Account and Hot Lunch Accounts. All procedures are to be in accordance with state statutes.
22. Establish, direct and supervise necessary rules of conduct, student activities and policies affecting the same as approved by the School Board.
23. Establish all other procedures as are necessary to administer and direct a school program, consistent with sound educational philosophy and in accordance with the policies developed by the School Board.
24. Create and oversee staff committees designed to fulfill specific short and long-range Board goals;
25. Guide and assist the Board in creating a strategic plan and be responsible for its implementation.
26. Encourage students and parents in the promotion of ideas for consideration in improvements to the school program.
27. Create a school calendar which reflects the interests of the students, staff and community, within which the best educational program can function;
28. Perform all other duties as may be required by the Board and/or state law.

LEGAL

REFERENCE: Wisconsin Statutes 118.24 (General School Operations; School District Administrator)

121.02(a)

Wisconsin Administrative Code, P1 3, 34

P1 8.01 (2)(a)(q)

APPROVED: December 9, 2002

January 13, 2014

November 11, 2019