

**SERIES 200  
ADMINISTRATION**

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**DISTRICT ADMINISTRATOR (Job Description)**

The District Administrator shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees and for the enforcement of all provisions of the law relating to the operation of the schools. The District Administrator shall be appointed by the Board of Education in accordance with state law.

**Qualifications:**

1. Proper certification as a District Administrator as required by state law.
2. A minimum of three years of successful administrative experience.
3. A minimum of three years of successful classroom experience.
4. Knowledge of and understanding of Standard PI 34.03 on Administrative Standards.
5. Knowledge of and experience in the development and evaluation of curriculum.
6. Knowledge of school improvement strategies.
7. Knowledge of and experience with the teaching and learning process.
8. Knowledge of and experience in the development and maintenance of a positive school climate.
9. Knowledge of and experience in the supervision and evaluation of professional and support staff.
10. Knowledge of school business management including the Wisconsin Uniform Financial Accounting Requirements (WUFAR) and the budget building process.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
12. Any additional qualifications established by the Board.

**Responsibilities:**

- A. ***Instructional Program*** – The District Administrator shall:
1. Provide leadership for the development of curriculum content, delivery and planning.
  2. Direct continuous evaluation of the instructional program.
  3. Provide for professional growth of staff members.
  4. Annually develop and submit to the Board educational plans consistent with district educational philosophy.
  5. Report to the Board on instructional needs and developments.

**B. *Fiscal Affairs*** – The District Administrator shall:

1. Cause all records essential to the operation of the schools to be maintained and delegate such specific duties as may be necessary to other members of the staff for the proper keeping of records.
2. Coordinate and supervise the preparation of the annual budget.
3. Supervise the preparation of monthly reports that reflect the current financial status of the district.
4. In cooperation with the Business Manager, present an interpretation of the budget to the Board.
5. Formulate plans for the future of the district including its building needs, population changes and business growth.
6. In cooperation with the Business Manager, coordinate and supervise the accounting system of the district as required by the Department of Public Instruction (DPI).
7. Act as the final purchasing agent for the district and maintain a sound accounting practice for all purchases and services. The District Administrator shall have authority to purchase or be authorized to purchase such books, supplies, equipment, services and maintenance repairs as may be required for the operation of schools. Such items are implicitly approved by the school board when the formal budget is adopted for the year.
8. Establish and maintain the methods for handling money in the individual schools.
9. Assure preparation of an inventory of all school property and have it updated annually.

**C. *Personnel*** – The District Administrator shall:

1. Recommend all employees to the Board for appointment, transfer, suspension or dismissal based on guidelines for such selection and the ongoing evaluation of personnel.
2. Assign, direct and supervise all school personnel or cause same to be done and may make temporary assignments to fill vacancies or to provide part-time assistance when needed.
3. Supervise the work of administrative personnel that are employed by the Board. Such personnel may be directed by and through the District Administrator to make reports to the Board.
4. Oversee personnel record keeping and reporting, including keeping on file recommendations, licenses and transcripts of district employees.
5. Assume responsibility for recruitment, selection and assignment of all employees needed by the school district.
6. Regularly visit all schools, encourage professional growth of all school personnel, and foster a climate in which staff members can be effective in carrying out their responsibilities.
7. Annually set individual goals for, supervise and evaluate staff for whom he/she is responsible. This may include the direct supervision of the Business Manager, each building principal, the Director of Pupil Services, the Director of Instruction,

administrative secretaries and others for whom direct supervision by the District Administrator is deemed appropriate. He/she shall assume indirect supervisory responsibilities for all other employees of the district.

8. Prepare information for and coordinate negotiations for the Board and the unions and serve as a neutral information giving party during the negotiation process.
9. Develop an organizational plan which defines the duties and responsibilities of staff members.
10. Implement provisions of the employee handbook. He/she shall hear and respond to grievances regarding implementation of the grievance procedures.

**D. *Community Relations*** – The District Administrator shall:

1. Promote open communication between the district and community regarding school affairs.
2. Communicate with the public through the use of news releases, bulletins, letters and related media.
3. Attend to problems and opinions that are raised by groups and individuals.
4. Cultivate a positive school/community relationship. This will be a cooperative effort between the Board, administrators, teachers and support staff.
5. Keep parents and community members apprised of the status of the schools, programs, policies, procedures and school closings.
6. Become actively involved in community affairs.
7. Serve as an advocate for students and their educational programs.

**E. *Operation*** – The District Administrator shall:

1. Develop guidelines concerning conditions of employment.
2. Interpret policies and rules governing all employees, the use of school facilities and service operations.
3. Inform the Board of the need for new or revised policies or rules of governance.
4. Interpret policies and develop appropriate administrative procedures.
5. Inform the Board of building needs and develop plans that support needed remodeling or new facilities.
6. Review and revise the Emergency Response Plan annually. Oversee implementation of Emergency Response Procedures in each building.
7. Activate a “control center” in serious emergency situations. Assign a designee in case District Administrator is not present or able to serve in this capacity.
8. Assure the annual preparation and updating of handbooks describing rules and regulations for employees and students which shall have the effect of board policy.

**F. *Executive*** – The District Administrator shall:

1. Serve as the chief executive officer of the Board of Education. Administer Board policy and provide general supervision of all school operations
2. Coordinate, with the Board President, the preparation of the agenda for each

- Board meeting.
3. Attend all meetings of the Board, except when his/her own employment is under consideration.
  4. Participate in deliberations of the Board by making recommendations, providing information or initiating consideration of items having value for the sound operation of the district.
  5. See that minutes and records of Board meetings are kept, published and duly filed.
  6. Keep informed on the progress of instruction in our schools and elsewhere. Attend national, state and other professional meetings as may be necessary and advisable to keep schools abreast of the best educational practices.
  7. Control and direct the classification, instruction and conduct of pupils in the district within the rules and regulations approved by the board.
  8. Serve as liaison between the Board and the district's schools, State Department of Public Instruction and CESA #2.
  9. Help establish short and long range goals for the district. Foster new ideas, act as a catalyst for change and innovative thinking. Accept accountability for overall effectiveness.

**G. *Records and Information*** – The District Administrator shall:

1. Ensure that a “school count” is determined in accordance with state law.
2. Enforce state laws related to school attendance.
3. Prepare and/or oversee the preparation and dissemination of such reports as required by law.
4. Ensure that complete records are kept on all personnel, students and in regard to operational affairs.
5. In an effort to maintain understanding and good will, represent the Board to the public through the use of reports, news releases and other public information vehicles.
6. Develop and maintain a manual of current policies.

**H. *Delegation*** – The District Administrator shall:

1. Exercise his/her authority to delegate to other staff members any powers and/or duties the Board of Education entrusted to him/her. However, final responsibility for proper execution of such duties rests with the District Administrator.
2. Form committees as are needed to carry out his/her responsibilities or advise him/her in the formulation of plans and programs for the district.

**I. *Other*** – The District Administrator shall:

1. Annually review written procedures providing guidance for inclement weather situations and school closings.
2. Perform all other duties as required by law or the Board.

Specific enumeration of the responsibilities of the District Administrator above shall not act to limit the broad authority and responsibility of the office.

Legal References: Sections 118.24 Wisconsin Statutes  
121.02(1)(a)  
PI 3, Wisconsin Administrative Code

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