

DISTRICT ADMINISTRATOR
(Job Description)

Qualifications: (1) Must maintain certification as required by state law; and, (2) Must meet any additional qualifications set by the Board.

Chain of Supervision: Reports directly to the Board of Education. Supervises all personnel, directly or indirectly.

Duties and Responsibilities: The District Administrator shall serve as the chief administrative officer of the Board and shall be charged with the responsibility of administering the policies of the Board as well as serving as the chief advisor to the Board in the development of its policies. The District Administrator shall serve as the head of both the professional and support staff. His/her duties shall include:

- A. Policy and Contract Administration – The District Administrator shall:
 - 1. Implement and enforce existing Board and administrative policies.
 - 2. Recommend additions, deletions and changes to Board policies.
 - 3. Develop administrative policy to govern routine matters for district operations.
 - 4. Coordinate the management team consisting of all administrative personnel.
 - 5. Administer master contracts with the Iola-Scandinavia Education Association (I-SEA) and the Iola-Scandinavia Auxiliary Association (I-SAA).
 - 6. Recommend short- and long-range goals for the district.
 - 7. Keep the Board informed of the district’s progress toward achieving its goals and objectives.

- B. Financial – The District Administrator shall:
 - 1. Develop the district budget.
 - 2. Administer the budget in compliance with Board policy and state law.

- C. Personnel – The District Administrator shall:
 - 1. Be in charge of district staff.
 - 2. Ensure that a staff supervision and evaluation program is carried out throughout the district.
 - 3. Assume complete responsibility for the evaluation and supervision of personnel who report directly to him/her and review the evaluation of other staff.
 - 4. Recommend staff placement.

5. Annually recommend renewal or non-renewal of contracts for all contracted school personnel.
6. Recruit, interview and recommend new staff members for employment.

D. Instruction – The District Administrator shall:

1. Be in charge of the instructional program for the district.
2. Provide for supervision of all instruction.
3. Have prepared for approval the curriculum and course of study for the district.
4. Evaluate the district's educational program.

E. Equipment, Facilities and Transportation – The District Administrator shall:

1. Recommend appropriate building changes or additions.
2. Recommend new or replacement equipment as needed to operate and service the buildings and grounds.
3. Supervise custodial services for the district.
4. Supervise the district transportation.

F. Board, School-Community and Staff Relations and Conflict Resolution – The District Administrator shall:

1. Hear suggestions or complaints regarding the operation of the schools.
2. Make decisions in matters of controversy between various school employees, students, parents/guardians or patrons when the controversies relate to school matters.
3. Hear contract grievances and make decisions where appropriate.
4. Carry out positive personnel practices within the district.
5. Strive to maintain open communications between all employees.
6. Ensure that the district maintains positive school-community relations.
7. Keep the parents/guardians and the community informed of the schools' programs.
8. Relate to staff, parent groups, agencies of the community and other educational agencies.
9. Keep the Board informed of the success its policies, the general condition of the school system and problems requiring Board consideration.
10. Notify all members of the Board of all regular and special meetings and attend all meetings of the Board except when his/her contract is under consideration.

G. Other Duties – The District Administrator shall perform any and all other duties prescribed by the Board, the State Superintendent of Public Instruction or state or federal law.

Evaluation: The Board or its designated evaluator shall complete an annual evaluation in accordance with Board policy. Emphasis shall be placed on educational leadership of the administrator in carrying out the duties and responsibilities of the position and Board policy.

Terms of Employment: The contract may not exceed two years. A contract for a term of two years may, however, provide for one or more extensions of one year each. The salary shall be negotiated annually with the Board of Education.

LEGAL REF: Sections 118.24 Wisconsin Statutes
 121.02(1)(q)
 PI 3, Wisconsin Administrative Code
 PI 8.01(2)(q)

CROSS REF: 221, Administrative Contracts
 223, Evaluation of Administrative Staff

APPROVED: March 12, 2001