

## **DISTRICT ADMINISTRATOR**

The District Administrator shall be the chief administrative officer of the District and shall have, under the direction of the Board, general supervision of the schools and all the personnel of the school system. The District Administrator shall be responsible for the management of the schools according to the Board's policies, statutory law and case law, and is accountable to the Board.

The District Administrator, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the District Administrator by Board policies or by vote of the Board. The delegation of power or duty however, shall not relieve the District Administrator of responsibility for the action taken under such delegation.

Well-defined procedures for decision making, decision implementation, and establishing accountability are necessary for the District Administrator to meet his/her responsibilities. To take full advantage of the professional capabilities of the staff, it is the responsibility of the District Administrator to encourage a communicative structure, which provides a broad base of staff involvement in administrative decisions. When a matter of policy is involved, the Board expects the District Administrator to offer advice and counsel as to how the matter under discussion would affect the schools.

Wisconsin Statutes specify the following duties and powers of the District Administrator:

The District Administrator shall have general supervision and management of the professional work of the schools and the promotion of pupils.

The District Administrator shall not be a member of the school Board and shall not engage in any pursuit which interferes with the proper discharge of his/her duties.

The District Administrator shall make written recommendations to the School Board on teachers, courses of study, discipline and such other matters as he/she thinks advisable and shall perform such other duties as the School Board requires.

The District Administrator may act as principal or teacher in any school under his/her supervision.

The District Administrator shall attend annually, one convention called by the State Superintendent for the purpose of consultation upon matters pertaining to the supervision and management of the schools.

REFERENCE: Wis. Stat., 118.24 (School District Superintendent)

Adopted: August 18, 1997

Reviewed: December 21, 2000



## **QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR**

**TITLE:** District Administrator of Schools

- QUALIFICATIONS:**
1. Certification as required by the State of Wisconsin.
  2. Minimum of five years teaching experience desired/preferred.
  3. Any other qualifications/alternatives the Board may deem necessary or desirable.
  4. Compliance with requirements of applicable Wisconsin statutes.

### **GENERAL FUNCTIONS:**

The District Administrator will provide the educational leadership for the improvement of the total program of the school system. The District Administrator shall have the authorization to delegate responsibility and authority for the operation of the various functions of the school system to subordinates. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the school, including evaluation, planning, reporting, personnel, coordination, and implementation of board policies.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Unless an authorized representative of the Board dictates otherwise, generally, the District Administrator will:

1. Recommend to the Board the selection, employment, assignment, transfer, suspension and dismissal of all school employees.
2. Provide programs of professional growth and improvement for all school employees.
3. Furnish all personnel with the necessary forms for required reports and registers.
4. Arrange for consultant and supervisory services for both schools.
5. Visit the classrooms as often as other duties will permit and observe the practices used in the development and implementation of the learning process.
6. On a periodic basis, not less than once per year, evaluates administrative staff in the carrying out of their assigned tasks.
7. Attend all Board meetings except when consideration is given to the District Administrator's own employment and salary. He/she shall not have the right to vote on any resolutions.
8. Prepare agenda for meetings and distribute to Board members at least three business days in advance.

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9. Recommend a budget for approval by the Board.
10. Present an annual report to the Board on the general conditions of the schools.
11. Execute contracts between staff and Board and coordinate negotiation procedures for the Board of Education.
12. Monitor the inspection of school buildings, furniture, and apparatus for heating and ventilating rooms and report to the Board any defects which may impair the health of students and teachers or interfere with the efficient operation of the schools. Recommend to/inform the Board of course(s) of action to remediate problems.
13. Recommend to the Board courses of study and instructional offerings and prepare or cause to be prepared course outlines and other instructional materials as may be necessary.
14. Recommend such textbooks and instructional media as are needed and are best suited for use in the different levels and departments within the total school system.
15. Recommend expulsion of students.
16. Develop channels of communication with school personnel, students, the community and act as district liaison with Arrowhead school districts.
17. Keep the finances of the district under careful scrutiny.
  - a. Present long range financial needs to the Board.
  - b. Assist Board in interpreting budget at public meetings.
  - c. Present and interpret budget to school personnel.
  - d. Administer the adopted budget.
  - e. Examine and verify bills for payment.
  - f. Develop and direct program of financial accounting.
18. Make recommendations to the Board regarding plans for new buildings and school sites.
19. Implement all policies of the Board.
- 20. Function as the district's Special Education Director.**
21. Keep Board informed of important legislative matters both State and Federal, which might affect the local district.
22. Perform such other duties as the Board may direct. (i.e. extra-curricular activities of the school).

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It is understood the board reserves the right to add to, delete, modify or expand upon the above listed duties.

LEGAL REFS.:        Wis. Stat. 118.24  
                          Wisconsin Certification Standards, DPI

Adopted by the Board of Education on August 18, 1997

Revised by the Board of Education on April 23, 2001

Revised by the Board of Education on May 15, 2006