

**DISTRICT ADMINISTRATOR
(Job Description)**

The District Administrator shall be the chief executive of the Board in the administration of the Parkview School District. Coordination and supervision of the district office shall be his/her primary responsibility.

As chief executive officer, he/she shall be expected to maintain a general overview of the school system. The District Administrator shall be responsible for the efficient operation of the school system as mandated by the Wisconsin statutes and as specifically designated by the policies of the Board.

Qualifications/

Academic Requirements: District Administrator's License (Valid State of Wisconsin Administrator License)
Master's Degree in Educational Administration
5 years experience in school administration preferred

Reports to: Board of Education

Supervises: **Building Principals**
Business Manager
Director of Pupil Services
Director of Curriculum & Instruction
School Nurse
Confidential Secretary

Scope of Authority: All aspects of the school district:

- Operations
- Fiscal
- Curriculum
- Instruction
- Personnel

Administers & Manages: Evaluation process of administration listed above
All areas of the Master Contract
Collective bargaining process
Long range planning processes
Program evaluation processes

Job Responsibilities:

A. SPECIFIC RESPONSIBILITIES

1. Manages district within context of Board policies.
2. Prepares and distributes agendas for all Board meetings, including adequate support documents.
3. Recommends policies and procedures to achieve Board objectives.
4. Keeps Board abreast of needs and issues.

5. Enforces all applicable laws and provisions.
6. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
7. Prepares, maintains and assists the Board to regularly update the Series 100: Board of Education; Series 200: Administration; Series 500: Personnel; and Series 800: School Community Relations sections of the Board Policy book.
8. Administers the master contract agreements for employee unions and interprets the language therein.
9. Provides leadership and professional council to the Board in contract negotiations. Initiates and coordinates the activities leading to and during the process of negotiations with the certified staff.
10. In conjunction with the building principals and the business manager, approve requests submitted by staff members and support staff for absences from work.
11. Supervise the District Nurse and his/her responsibilities.
12. Maintain and update job descriptions for certified staff.
13. Serves as a member of the Administrative Team and is responsible for its agenda.
14. Advises the Board of professional development meetings of significance that could enhance Board effectiveness.
15. Maintains harmonious relationship with Board.
16. Develops and implements short and long-term plans.
17. Accepts responsibility for maintaining good relations between the Board and district personnel, working toward a high degree of understanding and respect between staff and the Board.
18. Maintains plan for personnel organization.
19. Properly delegates authority and responsibility.
20. Evaluates administrators according to their job descriptions.
21. Treats all personnel fairly.
22. Stays abreast of trends and developments in the field of education that may affect the well-being and future of the district.
23. Inspires staff to highest professional standards.
24. Surveys public and responds to problems.
25. Participates in community life.
26. Attains status as community education leader.
27. Maintains effective public information program.
28. Directs preparation/filing of required reports.
29. Performs various other tasks as may be assigned by the Board.

B. GENERAL RESPONSIBILITIES

1. Maintains an "open door" policy for employees, community residents, students, and other visitors.
2. Attempts to maintain positive staff morale and loyalty within the organization.
3. Gains respect and support of the community in the conduct of the school programs.
4. Works effectively with public and private agencies.
5. Exercises good judgment and a participatory management style in arriving at decisions.
6. Maintains poise and emotional stability in the full range of professional activities.
7. Uses language effectively in dealing with staff members, the Board, and the public.
8. Writes clearly and concisely.
9. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
10. Helps to keep the Board informed on issues, needs, and the operation of the school system.
11. Supports Board policy and actions to the public and staff.

C. PROFESSIONAL GROWTH

1. Continue to grow professionally through independent reading, attendance at conferences and seminars, and administrative inservice activities, attending related workshops and enrolling in related coursework.

LEGAL REF.: Section 118.24 - Wisconsin Statutes
Section 120.13(1) – Wisconsin Statutes
Section 121.02(1)(a) & (q) – Wisconsin Statutes
PI 34 – Wisconsin Administrative Code
PI 8.01(2)(a) & (q) – Wisconsin Administrative Code

APPROVED: March 26, 1985
August 7, 1995
February 19, 2007
May 17, 2010
NOVEMBER 17, 2014