

**DISTRICT ADMINISTRATOR  
(Job Description)**

The district administrator shall be the chief executive of the Board in the administration of the 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:** The District Administrator shall be immediately responsible to the Board of Education

**Supervises:** Building Principals  
Business Manager  
Assistant Principal(s)  
Director of Pupil Services  
Director of Curriculum & Instruction  
Confidential Secretary

**Scope of Authority:** All aspects of the District:

- Operations
- Fiscal
- Curriculum
- Instruction
- Personnel
- Communication

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

1. The administration of the schools in all aspects shall be delegated to the District Administrator;
2. The District Administrator shall possess the powers and discharge the duties as defined in the State of Wisconsin School laws;
3. The District Administrator shall be responsible for executing all policies, decisions and orders of the Board;
4. 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;

5. The individual serving in this capacity must demonstrate leadership in all areas of the educational program;
6. The District Administrator shall be the official spokesperson for the School District;
7. The District Administrator shall act as the Chief Communications Officer for the School District;
8. The District Administrator may delegate various duties to other administrative, guidance and supervisory personnel, but she/he shall have final responsibility to the Board for District operations.

## **LEADERSHIP RESPONSIBILITIES:**

### SCHOOL BOARD

1. Maintains professional relationship with Board.
2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis
3. Provides leadership and professional council to the Board in contract negotiations.
4. Works with the Board and staff to create, revise and implement the Employee Handbook.
5. Keeps the Board informed on the progress and condition of the school facilities.
6. Oversees all maintenance, repair and building projects
7. Attends all meetings of the School Board, participates in all its deliberations, except those involved in his/her own employment or evaluation and assists the Board in creating an effective governance structure
8. Advises the Board of professional development meetings of significance that could enhance Board effectiveness.
9. Keeps the Board informed on issues and needs related to the operation of the school system.
10. Prepares and distributes agendas for all Board meetings, including adequate support documents.
11. Performs various other tasks as may be assigned by the Board.

### SCHOOL DISTRICT

1. 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.
2. Develops and implements short and long-term plans relating to facilities and operations.
3. Supervises the preparation and administration of the budget, including a plan for staff compensation, and makes recommendations concerning it to the School Board
4. Recommend for discharge from duty, subject to the action of the Board, any teacher or other employee of the District.
5. Create a school calendar which reflects the interests of the students, staff and community, within which the best educational program can function.
6. Serves as a member of the Administrative Team and is responsible for its agenda.
7. Continues to grow professionally through independent reading, attendance at conferences and seminars, and administrative in-service activities, attending related workshops and enrolling in related coursework.
8. Exercises sound judgment and a collaborative management style in arriving at decisions.

9. Maintains poise and emotional stability in the full range of professional responsibilities and activities.
10. Stays abreast of trends and developments in the field of education that may affect the well-being and future of the District.
11. Directs preparation/filing of required reports.

#### DISTRICT EMPLOYEES

1. Set an example for the district employees by adhering to the highest professional standards as the leader of our district and thereby setting the expectation for the district employees to excel in this area as well.
2. Administers the master contract and Employee Handbook for all District employees.
3. Maintain and update job descriptions for administrative, certified staff and non-certified staff.
4. Evaluates administrators according to their job descriptions.
5. Properly delegates authority and responsibility.
6. Treats all personnel fairly without preference or prejudice.
7. Maintains an open door policy for employees.
8. Works towards maintaining positive staff morale and loyalty within the organization.

#### COMMUNITY AND PUBLIC RELATIONS

1. Connects with the stakeholders of our district and seeks to understand current perceived needs and expectations of the School District.
2. Seeks the respect and support of the community relating to the administration and implementation of all facets of the school district.
3. Interacts with and builds relationships with people, organizations, governmental bodies, and businesses in our School District.
4. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
5. Uses language effectively in dealing with staff members, the Board, and the public.
6. Writes clearly and concisely in all communications.
7. Works effectively with public and private agencies.
8. Exhibits leadership to our community with respect to the education of students at Parkview.
9. Executes an effective public information plan.
10. Maintains an open door policy for students, parents, community residents, and other visitors.

LEGAL REF.: 118.24 - Wisconsin Statutes  
120.13(1) – Wisconsin Statutes  
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  
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**NOVEMBER 20, 2023**