

## **SERIES 200 – ADMINISTRATION**

### **District Administrator – 220**

#### **Job Description of the District Administrator (224)**

##### **Basic Function:**

The basic function of the District Administrator position is to achieve the highest quality of education feasible for all students through the most efficient use of all available resources. The administrative staff of any public school system must create an environment for learning by professional leadership which involves an awareness of the students' needs, wants, and desires as well as the fulfillment of the goals of the staff and the school district. The Board of Education feels that the District Administrator is the educational leader of the community and as such must be concerned with the trends and issues in education, must be willing innovate when proven practices improve the educational product, must be capable of evaluating, must exhibit discriminating insight and understanding, and must delegate certain administrative functions and responsibilities. Those delegated functions are developed on a cooperative process in order that the organizational goals and personal goals of the individuals are fulfilled.

**Reports to:** Board of Education

##### **Specific Responsibilities:**

###### **A. Instructional Programs**

1. Oversees a plan of curriculum evaluation that results in orderly curriculum revision on a regular cycle.
2. Recommends to the Board of Education all courses of study and curricula to be offered in district schools.
3. Oversees a procedure for the selection of textbooks and instructional materials which involves the teaching staff, and recommends the adoption of textbooks to the Board of Education for final approval.
4. Reviews pupil performance on various state and local assessment tools and reports such performance information to the Board and professionals staff.

###### **B. Fiscal Affairs**

1. Will prepare a proposed budget of estimated expenditures and receipts for the ensuing year and submit such proposed budget to the Board of Education no later than the regular meeting of the Board of Education in July.

2. Shall present a budget for presentation at the school district's Annual Meeting and will finalize the budget prior to the end of October.
3. Shall authorize all requisitions and purchase orders for all non-activity fund purchases.
4. Shall cause to be prepared tax levy certificates in accordance with the finalized budget and the requirements of state law.
5. Shall be authorized to make budget transfers within major function accounts, and shall recommend to the Board of Education transfers between the major function accounts as conditions may require.
6. Has general supervisions and control over a system of accounting covering both district and student body finances in accordance with accounting procedures set by the Department of Public Instruction.
7. Shall cause to have periodic financial reports prepared and presented to the Board of Education at each regular monthly meeting.
8. Shall establish sound purchasing practices that involve competitive pricing in accordance with Board Policy ---- to maximize the purchasing power of the district.
9. Shall write and develop the budget for the Consolidated Grant.
10. Shall be responsible for appropriate use of IDEA Funds.

**C. Community Affairs**

1. Shall be visible at school and community functions.
2. Shall be responsible for keeping parents and school district residents informed regarding required school notices and programs implemented at the Norwalk-Ontario-Wilton School District.
3. Shall encourage two-way communication between the school and community to explain school matters and receive citizen input.

**D. Personnel Responsibilities**

1. Will prepare recommendations to the Board of Education in all matters of employee hiring, demotion, transfer or dismissal of Principals, Special Education Administrators, the School District Fiscal Agent, Teachers and Bus Drivers.

2. Will be in charge of hiring, demoting, transferring or dismissing all Custodians, School Bus Mechanic, Clerical Staff, Food Service Staff, Paraprofessionals and Co-curricular Staff.
- ~~3.~~ Shall assist the Board of Education in the formation and in the salary schedule and other conditions of the Employee and Support Staff Handbooks.
4. Shall serve as the spokesperson for the Board of Education in all employee negotiations.
5. Shall develop job descriptions for all school district employees and shall see to it that the performance of each employee is evaluated in accordance with the responsibilities listed on the job description.
6. Shall have the power, when the need arises, to suspend any employee from school when, in his/her judgment, the best interest of the school district demands such action. Any suspension will be reported immediately to the President of the Board of Education and reported to the Board of Education at the next regular meeting.
7. Shall find or cause to find substitute teachers for absent teachers.

**E. Operational Responsibilities**

1. Shall administer the school district to conform with the adopted policies of the Board of Education and the rules and regulations of the Department of Public Instruction and in accordance with the laws of the State of Wisconsin.
2. Shall develop administrative regulations where needed for the implementation of Board of Education Policies.
3. Shall provide a continuous appraisal of all policies originating with the Board of Education, and all handbooks requiring Board of Education approval.
4. Will report or cause to report to the Board of Education on the general condition of the schools with recommendations for improvement and, when necessary, the need for new or remodeled facilities.
5. Shall have general supervision over the transportation of pupils and maintain that such service is conducted in accordance with state statutes.
6. Shall submit to the Board of Education for approval any school programs which are to be operated by the school district.
7. Is responsible for procedures for emergency closings or delays of school and for the notification of such closings to the staff and general public.

8. Shall prepare the September and January pupil counts for the Department of Public Instruction.
9. Shall perform the duty of open enrollment coordinator for the district.

**F. Executive Responsibilities**

1. Shall serve as the executive officer of the Board of Education and shall be charged with executing the policies of the Board.
2. Shall prepare, and under direction of the Board President, the agenda for each meeting of the Board of Education and shall cause such agenda to be posted/published as required by law and local School Board Policy.
3. Shall attend all meetings and participate in all deliberations of the Board of Education except when his/her job performance is being considered or he/she is otherwise excused by the Board of Education.
4. Shall inform the Board of Education about rules and regulations of the Wisconsin Department of Public Instruction, state and federal laws, and current trends and developments in education.
5. Shall perform all reasonable duties that the Board of Education may deem as appropriate.
6. Shall organize and meet all the requirements of state law concerning the election for the Board of Education

**G. Research and Development Responsibilities**

1. Shall keep himself/herself informed by attending educational meetings and conferences regarding modern and progressive methods of education.
2. Shall maintain current knowledge of developments in curriculum and instruction and shall inform the Board of Education and professional staff regarding such matters.
3. Shall attend CESA #4 and Conference Administrative meetings to share ideas and keep himself/herself informed on local methods of operating schools.

Adopted: 3/13/06

Revised: 2/16/15

