

DODGELAND SCHOOL DISTRICT
Board Policy Manual

231

DISTRICT ADMINISTRATOR
Job Description

QUALIFICATIONS:

A. REQUIRED

- Certification as required by the State of Wisconsin.
- Specialist degree or the equivalent, and a Master's degree in educational administration, curriculum or related educational field.
- Minimum of three years of experience and knowledge in school finance, curriculum and instruction, public relations, personnel, business management and other effective management strategies.
- Demonstrated leadership and long-range planning skills needed for educational changes and improvements.

B. DESIRED

- Resident, or willing to become a resident, of the District.

REPORTS TO: Dodgeland Board of Education

SUPERVISES: Directly or indirectly all Dodgeland School District employees.

GENERAL ROLE:

The District Administrator shall serve and act as the District's Chief Executive Officer. Under the direction of the Board, the District Administrator shall perform the essential functions of the position outlined below, and all other duties as may be assigned by the Board or required by law.

ESSENTIAL FUNCTIONS:

A. LEADERSHIP AND DISTRICT CULTURE

The District Administrator promotes academic excellence for all students and personnel by advocating, developing, nurturing and sustaining a safe, positive and academically engaging school climate.

B. POLICY AND GOVERNANCE

The District Administrator provides leadership for the governance of the District by developing procedures for working with the Board, assisting in the development of Board policies and supervising policy implementation.

These responsibilities also include coordination with the Board President in the preparation of each Board meeting agenda, attendance at all meetings and maintenance of Board records as required by law. Recommendations pertaining to the sound operation of the District shall be made to the Board

C. LEADERSHIP FOR STUDENT LEARNING

The District Administrator advances student academic progress, and drives District improvement by overseeing the development and implementation of comprehensive educational programs and services designed to meet student and District needs, and to meet state and federal requirements.

These responsibilities also include implementing the planned program for District curriculum evaluation and maintaining authority over students in accordance with Board policy and state and/or federal law.

D. HUMAN RESOURCES LEADERSHIP

The District Administrator provides effective human resources leadership by overseeing the selection and induction of all District personnel, and by maintaining an effective process for personnel supervision and performance evaluation as required by Board policy and state law.

These responsibilities also include scheduling and conducting regular meetings with building principals.

E. BUDGET AND FISCAL MANAGEMENT

The District Administrator provides sound fiscal management by preparing and monitoring an adequate annual District budget with defined expenditures that are implemented in accordance with purchasing procedures required by Board policy and state law.

These responsibilities also include supervising all expenditures and providing monthly budget status statements to the Board. Long range curriculum and operational plans shall be prepared and presented that highlight the financial impacts and requirements, and recommend courses of action to the Board.

F. MANAGEMENT OF OTHER OPERATIONS (Facilities, Records and Reports)

The District Administrator provides effective operational management by ensuring that all state and federal requirements are met in a timely manner, including the preparation and submittal of all required state and federal reports on behalf of the Board.

These responsibilities also include ensuring safe and healthful facilities are maintained and school safety plans are implemented as required by state and/or federal law. The position serves as the legal custodian of public records for the Board, including Board officers, and for any committees or other authorities created by resolution of the Board in accordance with Board policy and state and/or federal law.

G. COMMUNICATION AND COMMUNITY RELATIONS

The District Administrator seeks ways to engage student learning in community cultures and establish partnerships with area businesses and institutions of higher learning. Responsibilities also include participating in civic programs related to District goals and serving as the District's spokesperson and advocate on state and federal legislative and educational issues.

H. PROFESSIONALISM

The District Administrator engages in continuous professional development, contributes to the profession and demonstrates behavior that is consistent with legal, ethical and professional standards. Actions also demonstrate that diversity among people, cultures and programs is respected and encouraged.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board policy on evaluation of administrators and as required by state law.

LEGAL REF: Sections 118.24 Wisconsin Statutes
 121.02 (1)(a), (b) and (q)
 PI 8.01 (2)(a) Wisconsin Administrative Code
 PI 8.01 (2)(q)
 PI 34.03

CROSS REF: 225, Evaluation of Administrators
 Administrative Job Descriptions

Approved: March 19, 1994
Revised (WASB): May 18, 2015