

DODGELAND SCHOOL DISTRICT
Board Policy Manual

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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.

