

ADMINISTRATION

po1230

RESPONSIBILITIES OF THE DISTRICT ADMINISTRATOR

ADOPTED Aug 1, 2006 · REVISED Jan 28, 2019

1230 - RESPONSIBILITIES OF THE DISTRICT ADMINISTRATOR

The District Administrator shall serve as the Chief Administrative Officer of the Board, and shall be charged with the responsibility of administering the policies of the Board.

Qualifications

S/he shall possess a school administrator's certificate issued by the Wisconsin Department of Public Instruction. S/he must have at least five (5) years of experience in teaching and/or school administration.

Duties of the District Administrator

The District Administrator shall oversee, but not be limited to, the following areas of responsibility.

A. Board of Education

1. Administer the district in conformity with the adopted policies of the Board, the Employee Handbook, the rules and regulations of the Department of Public Instruction, and in accordance with State and Federal Laws
2. Develop administrative guidelines, rules, and regulations for implementing Board policies
3. Act as Chief Executive Officer and Primary Advisor to the Board
4. Formulate and recommend plans, policies, instructional programs, and regulations, and submits them to the Board
5. Represent and work with the Board in negotiation matters

6. Attend all meetings and participate in all deliberations of the Board except expulsions or when his/her employment is being discussed
 7. Prepare Board Agendas
 8. Prepare all financial and informational documentation for the Annual Meeting
 9. Prepare notices and materials for expulsion hearings
 10. Submit to the Board enrollments of each class and the estimated enrollment for future classes
- B. Supervision of Staff
1. Oversee the hiring process for all staff except coaches and advisors
 2. Supervise and evaluate all Administrators
 3. Prepare and recommend annual salary adjustments for all personnel
 4. Recommend employees for appointment, demotion, discipline, transfer, or dismissal in accordance with the policies of the Board employment agreement
 5. Be part of the administrative team in the evaluation of professional staff
 6. Supervise and evaluate all District Office support staff and the Building and Grounds Supervisor
 7. Work with the high school principal on the assignments of instruction and non-instruction personnel
- C. Fiscal Responsibilities
1. Direct preparation and presentation of the District budget for both revenue and expenditures
 2. Establish adequate financial and operating controls to safeguard the District against the misuse of funds or unnecessary operations
 3. Approve all purchase orders and invoices
 4. Review and approve all hourly employees workload weekly

5. Be responsible for maintaining sound accounting for all purchases and services
 6. Give reports throughout the year to the Board on the status of the yearly budget
 7. Oversee the annual audit
 8. Create bid packets for projects when required by Board policies
 9. Prepare the budget for the Waterford Special Education Cooperative
 10. Prepare transportation budget for the Western Racine Special Education Transportation Cooperative
- D. Building and Sites Responsibilities
1. Administer programs for the selection, construction, improvements, and maintenance of school building and grounds, and for the provision of equipment and supplies
 2. Work with the Building and Grounds Supervisor pertaining to the daily operation and maintenance of the school building and grounds
 3. Give reports to the Board on the general condition of the school with recommendations for improvements
- E. Education Programing and Responsibilities
1. Actively pursues changes to improve outcomes for student's instructional success by establishing goals, promoting a positive image, and encouraging staff development activities
 2. Prepare and submit to the Board for approval of new course offerings or programs
 3. Work with professional staff on the selection for adoption of all textbooks and supplementary instructional materials
 4. Keep Board informed by attending educations conferences, presentations, and meetings that pertain to improving the quality of education for the District

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

F. Public Relations

1. Be the spokesperson for the District when the media is involved (non-athletic)
2. Attend school and community events and maintains high visibility with students, parents, and community members
3. Arrange for release of news items to the local papers

G. Other Leadership Duties

1. Participate as a director in the operation of the Southern Lakes Alternative Consortium High School and the Project Active Citizen Program
2. Be an active member of the Waterford Area Administrator's Group
3. Attend CESA 2 and WASDA meetings and workshops as needed
4. Be responsible for keeping employees informed of all changes in Board policies or the Employee Handbook, and should be responsible for making sure that all policies of the Board are put into practice
5. Have general supervision over the transportation of students and see that such service is in accordance with state laws and Board policy
6. Oversee the Hall of Fame
7. Oversee the Waterford Foundation Scholarship Committee

Legal

118.24, 120.13(1)(b) Wis. Stats.