

QUALIFICATIONS AND DUTIES OF THE DISTRICT ADMINISTRATOR

Title:	District Administrator
Reports To:	Board of Education
Number of Workdays:	12 Month
Qualifications:	Required license from the Wisconsin Department of Public Instruction for the position of District Administrator (WI #05). Qualifications include but are not limited to these listed examples of responsibilities.
Job Goals:	It is the goal of the District Administrator of schools to operate and manage the educational program and environment that will provide the best learning opportunities of students within the guidelines established by the Board of Education on behalf of the district electorate. The District Administrator is the administrative head of the school district and executive officer of the Board of Education, to which he/she is solely responsible. The District Administrator shall have general supervision and management of all aspects of school district operations. He/she may delegate responsibility for administering various segments of school district operations but shall be responsible to the Board for the results produced. The District Administrator's major areas of responsibility are:

BOARD:

1. Serve as the executive officer of the Board of Education, and shall be charged with responsibility for executing the policies of the Board and the rules and regulations of the State Department of Public Instruction in accordance with the laws of the State of Wisconsin and the Constitution of the United States.
2. Develop administrative principles and procedures for implementing Board policies.
3. Coordinate meeting agendas with the chairperson, prepare the agenda for each Board meeting, shall attend all such meetings, except when his contract is being considered, and shall participate in all deliberations of the Board.
4. Keep Board members informed about meetings which may be of interest or informative for them to attend.
5. Along with the principal involved, report to the Board concerning the instructional staff, with recommendations concerning their continued employment or dismissal.
6. Supervise the preparation of all annual reports and any other reports or studies as may be required by the Board of Education and the Department of Public Instruction.
7. Serve as a resource person and assist the Board's negotiating committees.
8. Research and assist the Board in the development of Board policies.

FINANCE:

1. Be in a position to report on the financial status for the school district upon request.
2. Audit, check and approve all bills, payrolls and claims against the district before presenting them to the officers of the Board of Education for final approval.
3. Prepare and recommend to the Board the annual school district budget. It will be prepared and administered in compliance with Board policy and State law.
4. Recommend to the Board the transfer of money from one budget item to another as conditions may require in the carrying out of the budget.
5. Obtain the best values for purchases and services by using, when practical competitive bidding.

PERSONNEL:

1. Be responsible for keeping employees informed of all changes in school Board policies and shall be responsible in seeing that all policies of the Board are enforced.
2. Recommend to the Board personnel for employment, demotion, transfer or dismissal.
3. Suspend any teacher for neglect of duty or immorality, and immediately consult with the Board as to future action in the case.
4. Establish and maintain accurate records of vacation time, sick leave, personal leave, emergency leave and compensation records of all employees of the Board of Education, both professional and non-professional.

CURRICULUM:

1. It is recognized that the curriculum of the school district is the most important part of the program. The District Administrator and his/her staff will make sure that the District maintains the highest academic level possible for the students.
2. Prepare, or have prepared for his/her approval, the content of each course of study in the district curriculum, and shall keep the Board apprised of changes in the curriculum and seek its approval for major changes.

SCHOOL COMMUNITY RELATIONS:

3. Ensure that the District maintains positive school-community relations. This will be a cooperative effort between the Board, administrators, teachers, and support staff.
4. Serve as an advocate for students and their educational programs.
5. The District Administrator and the staff will provide information of the school district programs to the District residents by using the local press and the school newsletter.

GENERAL:

1. Keep informed on education changes and progress by attendance at meetings and

conventions, so that the school may keep in contact with the best and most recent trends in education thought and practice.

2. Be the custodian of all legal and other valuable documents for the Board of Education and the Granton Area School District.
3. Ascertain and report to the Board on the physical condition of the school plant from time to time as required or asked for by the Board and make recommendations for their improvement or replacement.
4. Prepare and recommend a calendar for each school year and present it at the January meeting of the Board.
5. Supervise and be responsible for the school lunch program.
6. Have general supervision over the transportation of pupils and see that such service is conducted in accordance with the state statutes.
7. Serve as the supervisor of the school district's buildings and grounds including purchases, duties and recommendations for personnel as well as the general care and maintenance of all district facilities.

Adopted:	September 11, 1979
Revised:	October, 9, 1979, November 12, 2001, October 14, 2013

Legal	Administrative Code: PI 3.55 – 3.63
References:	Wisconsin Statutes: 115.001 (8); 118.16 (1)(2); 118.19 118.24; 118.245 121.02(1)(a)