

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD AM 102
Updated: May 2009

Position Title: **District Administrator**

Qualifications:

- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism
- Ability to lead and manage others effectively.
- Masters or Doctorate and certification by the State of Wisconsin appropriate to the position.

Immediate Supervisor: Board of Education

Position Function:

- A. Provide leadership in developing and maintaining the best possible educational program.
- B. Direct the overall evaluation of the school program and services.
- C. Develop the overall financial plan for the effective and efficient use of all resources.
- D. Provide opportunities for professional/support staff development for all school personnel.
- E. Implement all plans and procedures essential for proper and orderly operation of the school system.
- F. Represent the school to the community and all other agencies dealing with the school system.

Knowledge, Skills and Abilities:

- A. Communicate ideas and directives clearly and effectively.
- B. Work harmoniously and effectively with individuals and group.
- C. Demonstrate a thorough understanding of and experience in sound management practices.
- D. Maintain a strong and current academic background in education and administration.
- E. Able to delegate authority while maintaining accountability.
- F. Experience in and knowledge of effective team management strategies.

- G. Develop long and short-range district goals and set appropriate educational priorities.
- H. Be an advocate for the school system and state.
- I. Provide a positive leadership example for district personnel.

Specific Responsibilities:

A. Professional Characteristics

- 1. Keep informed of modern educational thought and practices by any appropriate means, and keep the Board informed of trends in education.
- 2. Assume leadership responsibility within the profession for the overall benefit of education in general and the school system in particular.
- 3. Encourage the professional growth of other district employees.

B. Relationship with the Board

- 1. Attend and participate in all meetings of the Board and its committees, except during negotiations when own employment or salary is under consideration, or as otherwise directed.
- 2. Perform such other tasks as may from time to time be assigned by the Board.
- 3. See that all policies of the Board and all legal duties of the Board are implemented, interpreting for the staff such policies and all state laws relevant to the operation of the district.
- 4. Maintain a program of long-range planning in relation to the needs and problems of the schools and keeps the Board informed as to the needs of the school system.
- 5. Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed or desired by the Board to ensure that decisions are informed, utilizing the skills and knowledge of subordinates as appropriate to arrive at such recommendations.
- 6. See that all constitutional and statutory laws and all State Board of Education regulations governing the schools are effectively carried out, that all reports to agencies designated by law or by the Wisconsin Department of Education are made completely and with punctuality and that the rules and regulations of the Board of Education are followed.
- 7. Provide communications to the members of the Board as an information service between Board meetings.

C. Community & Public Relationships

1. Attend (or delegate a representative to attend) all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
2. Represent the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
3. Responsible for the organization, administration, and evaluation of the public relations program for the school district.
4. Represent the Board and the district before the public and maintain (directly or by delegation) a program of communications which will inform the public and the district staff of the activities, needs, and successes of the school.
5. Present a positive image of the district to the community.
6. Provide regular information to the media and work to establish a positive relationship with representatives of the press.
7. Active with community service organizations.

D. Staff and Personnel Relations

1. Recommend the number and types of positions required to provide proper personnel for the operation of the school system, and develop or update job descriptions as necessary.
2. Secure and nominate for employment the best qualified and most competent teachers, supervisory, administrative and support personnel.
3. Encourage a free flow of ideas and active participation in the development of the district programs among school personnel.
4. Strive to develop and maintain positive staff morale and loyalty to the school district, and recognizes staff for outstanding achievements and performances.
5. Administer a planned evaluation of all district personnel.
6. Suspend any employee for just cause and reports such suspension to the Board of Education as soon as feasible, with recommendations for final action.
7. Assign, promote, transfer employees in the best interest of the district and reports such action to the Board for information and approval.
8. Maintain effective relationships with the staff at all levels of the organization.
9. Communicate to employees all actions of the Board of Education relating to personnel.
10. Receive all communications from employees and forward same to the Board.

E. Educational Leadership

1. Act on own discretion if action is necessary in any matter not covered by Board policy and report such action to the Board as soon as practicable.
2. Is responsible for seeing that instructional programs are properly developed, coordinated, articulated, and evaluated.

F. Business and Finance

1. Prepare the annual operating budget.
2. Make recommendations on all appropriations for sites and buildings, improvements, alterations, and changes in the building and equipment in the district.
3. Maintain adequate records for such schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Act as custodian of such records and If all contracts, securities, documents, title papers, books of records, and other papers belonging to the district.
4. Supervise the compliance of constitutional or statutory laws, state regulations, and Board policies.
5. Direct the administration of the budget after its approval by the Board and makes reports which indicate the status of the budget and the financial affairs of the school system.
6. Establish financial and operating controls adequate to safeguard the district against misuse of funds or unnecessary operations, and to ensure fair value for all expenditures.
7. Supervise all purchases and expenditures in accordance with the law and budget approval by the Board.
8. Supervise other support services in the areas of transportation, food service, data processing, maintenance, and building and grounds.

G. Student Service

1. Implement and supervise an appropriate program of support services for students.
2. Maintain good pupil discipline standards in the schools and recommend disciplinary measures when warranted.
3. Place high priority on attending school functions.
4. Recognize students for outstanding achievements.

Evaluation: Evaluation of this position will be done by the Board of Education.

NOTE: Same as Policy Code #231