

SCHOOL DISTRICT OF BAYFIELD

DISTRICT ADMINISTRATOR (Job Description)

- QUALIFICATIONS:** (1) Appropriate certification as required by the Wisconsin Department of Public Instruction.
- (2) Possess at least a Specialist degree or Specialist Equivalency.

REPORTS TO: Board of Education

SUPERVISES: All school personnel, directly or indirectly.

JOB GOALS: The District Administrator is the chief executive officer and primary advisor to the board of the School District of Bayfield. It is the District Administrator's responsibility:

- (1) To oversee the development of the educational program and all other activities which impact that program;
- (2) To directly supervise all administrative personnel and maintain an effective supervisory program for all District employees;
- (3) To perform the duties and responsibilities for the School District of Bayfield as required by law and as established under the policies adopted by the Board; and
- (4) To actively pursue changes to improve outcomes for students' instructional success by setting goals, promoting a positive image, encouraging staff development activities, and using teachers as agents for change in the District.

PERFORMANCE RESPONSIBILITIES:

The District Administrator shall:

1. Serve as the executive officer of the Board. He/she shall have no vote, however, shall take part in discussions, prepare meeting agendas, submit information and make recommendations to the Board.
2. Be responsible for personnel management in the District. Specifically, he/she shall:

- a. Nominate all personnel for appointment by the Board. He/she shall determine qualifications for positions and submit same to the Board for approval.
 - b. Assign, direct and supervise the work of all employees.
 - c. Recommend personnel policies to the Board and execute all policies adopted by the Board. He/she shall have latitude to determine the best method of implementing the policies of the Board.
 - d. May employ, on a temporary basis, additional employees deemed necessary for the continued and efficient operation of the school program.
3. After consideration of the special needs of the community, make recommendations to the Board regarding scope of the instructional program. He/she shall excerpt leadership in continuous evaluation and revision of the instructional program.
 4. Recommend regulations governing students to the Board.
 5. Oversee financial management in the District. Specifically, he/she shall:
 - e. Be responsible for initial budget preparation and presentation of the budget to the Board. He/she shall work with all school personnel in preparing the budget for consideration by the Board. Once adopted, he/she shall administer the budget.
 - f. Direct and maintain an adequate financial accounting system in the District in accordance with state law requirements. All financial records shall be kept in the school.
 - g. Direct the student activity accounts system.
 - h. Make reports to the Board concerning the financial condition of the District.
 6. Recommend needs to the Board relative to increased facilities, remodeling and maintenance of school properties.
 7. Be responsible for the central control of purchasing and delivery in the District. He/she have authority to purchase or authorize to be purchased, by written order, items in the budget not specifically considered necessary to call for Board bids.
 8. Make decisions as to the closing of school or calling off of any or all buses.
 9. Serve as school attendance officer, or designate representative(s) to do so.

10. Advise the Board on the need for new or revised policies.
11. Oversee and administer the use of all District facilities, property and funds.
12. Establish such administrative regulations necessary to administer the District in compliance with Board policy.
13. Notify all members of the Board of all regular and special meetings, attend and participate in meetings of the Board and its committees as required by the Board.
14. Evaluate, annually, all administrators in the District.
15. Delegate to other employees of the District authority to assist him/her in the performance of his/her duties. The delegation of authority to others does not relieve the District Administrator of final responsibilities for action taken by employees working under his/her direction.
16. Attend educational conferences, seminars, workshops and other professional meetings and use other means to keep abreast of current educational theory and practice.
17. Suspend students or staff for conduct which is unacceptable to a productive educational atmosphere.
18. Assign, promote, transfer and discharge employees in the best interest of the District and report such action to the Board for information and approval.
19. Work cooperatively with parents and community groups concerned with programs in the schools.
20. Represent the Board and the school system.
21. Perform other duties as may be assigned by the Board.

LEGAL REFERENCE: Sections 118.24 Wisconsin Statutes
 121.02(1)(a)
 PI 3.23 Wisconsin Administrative Code

APPROVED: June 8, 1992
REVISED: February 12, 2009