

DE SOTO AREA SCHOOL DISTRICT

231

DISTRICT ADMINISTRATOR
(Job Description)

- QUALIFICATIONS:
1. District Administrator certification as required by state law.
 2. At least five years of teaching and/or administrative experience.

REPORTS TO: Board of Education

SUPERVISES: All District staff, directly or indirectly

JOB GOAL: To act as the administrative officer of the Board, under the control of the Board. He/she shall maintain general supervision over all District employees, students and physical facilities.

JOB RESPONSIBILITIES:

The District Administrator shall:

1. Assist the Board in reaching sound judgments, establishing policies, and approving those matters which the law requires the Board to approve by placing before the Board necessary and helpful facts, comparisons investigations, information and reports.
2. Attend all Board meetings except when his/her own salary and contract are in consideration. At each meeting, he/she shall report on conditions in the schools and on all phases of operation, as appropriate.
3. Uphold Board policies at all times and under all conditions.
4. Organize the administrative staff to effectively manage and supervise all school activities. He/she shall set up general criteria for building principals to follow, yet leave the actual administration of each school to the individual judgment of the principals.

5. Make and enforce administrative regulations as he/she deems conducive to the best interest of the schools, subject to Board review.
6. Keep up with current school laws and regulations.
7. Prepare a budget proposal for presentation to the Board for review no less than one month prior to the annual meeting.
8. Have authority to purchase or authorize the purchase of such instructional supplies and equipment and general equipment required in the operation of the schools, subject to limitations and approval of the Board.
9. Evaluate and recommend for employment all administrative, professional and support staff. Recommendations for contract renewal of professional staff shall be made no later than the first regular Board meeting in February.
10. Recommend salary increases, and denial of increment increases as he/she deems appropriate.
11. Visit the schools, confer with teachers and encourage professional improvement of the staff. Attention should be directed to efficient and effective organization, instructional improvement and discipline.
12. When advisable, call meetings with professional or support staff for discussion concerning the improvement of the schools.
13. Require any employee to submit a written evaluation or report which is considered in the best interest of the schools.
14. Recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of any employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for final approval and confirmation.
15. Be authorized to employ substitute workers when regular District employees are unavailable to perform their required work and/or duties.

16. Set graduation, in cooperation with the administrative staff, for students in all schools, subject to Board approval.
17. Perform other duties as required by law or as delegated by the Board.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(a), (q)
PI 8.01(2)(q), Wisconsin Administrative Code
PI 34
Americans with Disabilities Act of 1990

CROSS REF.: 223, Administrator Professional Development
Opportunities
260, Temporary Administrative Arrangements
511, Equal Employment Opportunities

APPROVED: August 20, 2007
