

DISTRICT ADMINISTRATOR

POSITION TITLE: District Administrator

QUALIFICATIONS:

Educational Requirements: Approved Specialist Degree or Equivalent in School Administration

Certification Requirements: State of Wisconsin District Administrator's License

Experience Required: Minimum of three years of successful experience in teaching or its equivalent, and three years of school administration

WORKING RELATIONSHIP:

Line-Staff Responsibility: Board of Education

Term: 12 Months

POSITION OBJECTIVE(S):

The District Administrator serves as the chief administrative official of the Rice Lake Area School District and shall be responsible to the Board of Education for providing overall leadership and direction for the community's public schools in accordance with Board of Education objectives and policies. The District Administrator shall lead, inspire, guide, and direct all members of the administrative, instructional, and support services staff in setting and achieving the highest standards, so that each student may be provided with a valuable, meaningful, and personally rewarding education.

POSITION RESPONSIBILITIES:

The District Administrator shall have, but not be limited to, the following duties:

1. Lead instructional staff to ensure increased student achievement and academic success for all students.
2. Lead the District Administrative Team by modeling a culture of respect and collaboration. Use of data is the focal point of decision-making and leadership.
3. Be the chief administrative officer of the Board of Education. Embed the vision and mission of the district in carrying out the general supervision of all school-employed personnel, and school students.
4. Support a culture where all are encouraged to challenge their own assumptions, discuss what is working or not, without fear of embarrassment or retaliation.
5. Support goals and strategies that are designed to enhance student achievement and assist in implementing successful new initiatives.
6. See that all statutory laws and all charter or state department regulations governing the schools and all requirements for school reports are effectively carried out and that the policies, rules, and regulations of the Board of Education are enforced.
7. Have a seat at all Board of Education meetings and shall have the right to speak on all matters, but not the right to vote. At Board of Education meetings, the District Administrator shall present a report on conditions and needs of the schools together with any recommendations.

8. Recommend to the Board of Education both immediate and long-range school building and equipment plans, so that adequate facilities and proper equipment may be made available to properly educate the students.
9. Keep informed regarding instruction in the schools. The District Administrator shall attend national, state, and other professional meetings as may be necessary to keep the schools abreast of Wisconsin Education Standards and best practices. The District Administrator shall be entitled to reimbursement for the necessary expense incurred in attendance at such meetings.
10. As able, the District Administrator will personally attend and actively participate in the professional development that is required of other leaders and teachers in the district.
11. Instructional decision-making will reflect systemic examination of data. Any major restructuring of the school day, courses of study, curricula, or textbook adoptions will be recommended and submitted for Board of Education approval after consultation with appropriate staff members.
12. Establish solid, ongoing partnerships with a variety of community groups to aid in creating and maintaining favorable public relations.
13. Represent the District in dealing with the public, other school systems, institutions, agencies, and organizations and maintain such a program of publicity and public contacts as may serve to improve understanding and morale within the schools and community.
14. Recommend for hiring by the Board of Education, all principals, supervisors, teachers, and non-teaching employees. Involves, when appropriate and feasible, administrators, certified, and support staff in selecting those who will be recommended. At the regular March meeting, the District Administrator shall give to the Board of Education a list of certified employees recommended for appointment for the ensuing year. The District Administrator shall fill temporary vacancies and report the same at the next regular Board of Education meeting for approval.
15. Before each regular meeting of the Board of Education, in conjunction with the Board of Education President, shall prepare the agenda of matters to be acted upon at such meeting.
16. Send to each Board of Education member an agenda, list of bills, and explanatory material to be acted upon at a regular meeting to be received at least three (3) days prior to such meeting.
17. Assign and transfer all school personnel as the interest of the district may dictate after consulting with those affected by the assignment.
18. Power to suspend any school employee for neglect of duty or immorality, and in all such cases submit a report of their actions to the Board of Education.
19. Engage in active listening and provide opportunities for meetings one-to-one. At such times as deemed necessary, the District Administrator may call or authorize meetings of teachers or other employees.
20. Prepare or revise, with the approval of the Board of Education Policy Committee and Board of Education, any policy, bylaws, rule, or regulation needed for the direction or control of the schools.
21. Together with the Director of Finance and Operations, prepare and recommend an annual budget to the Board of Education.
22. Annual evaluation of all central office administrators and building principals using the Effective Educator system and standards set forth by the Department of Public Instruction. Associate principals are evaluated by the building principals using the same system and standards. A summary of these evaluations shall be reported to the Board of Education annually.
23. Supervise and evaluate all district-wide services.

24. Has the authority, with assistance of the Building Administrator, to transfer individual students from one school to another when such transfers are considered in the best interest of the educational program and student.
25. Visit schools regularly to encourage ongoing communication with staff; observe instruction and programming; and be aware of differentiated needs of staff. Encourage professional growth by modeling a willingness to learn from colleagues and knowledge of educational research trends.
26. Shall serve as a Board of Education resource person.
27. Recommend a negotiated calendar for the ensuing year.
28. Perform such other duties or exercise such other authority as may be required of or conferred upon them by law or action of the Board of Education. In the case of an emergency, the District Administrator may act in accord with the demands of the emergency and report the action(s) to the Board of Education in a timely manner.
29. Use prudent judgment and discretion for student safety to determine school delays, cancellations and early dismissals resulting from adverse weather conditions or emergencies.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours and direct responsibility for the safety, well being, or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Legal Ref: 115.01(10), 115.31, 118.24, 121.02 (1)(a)(q) WSS; PI 34, PI 8.01 (2)(q) WAC;
Americans with Disabilities Act of 1990

Cross Ref: 171.2 Agenda Preparation and Dissemination, 224 Board of Education-Administrator
Relations

Adopted: 12/18/78

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