



Book Policy Manual

Section 1000 Administration

Title Vol. 29, No. 2 – DISTRICT ADMINISTRATOR JOB DESCRIPTION

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1400.01 - DISTRICT ADMINISTRATOR JOB DESCRIPTION

Title: District Administrator

Reports To: School Board

Supervises:

Directly: All District office administrators and all principals

Indirectly: All employees of the Tomahawk School District

District Administrator Job Function:

The District Administrator serves as the administrative head of the District and administrative official of the Board and is directly responsible to it for providing overall leadership and direction for the District's public schools in accordance with School District philosophy, objectives, and policies and in accordance with State and Federal laws and regulations.

The District Administrator may delegate responsibility and authority for the operation of the various School District functions to District employees. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the District, including evaluation, planning, reporting, personnel, coordination, and following all Board policies.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Essential Functions:

- A. The District Administrator creates, monitors, and facilitates the process of strategic improvement, and seeks to ensure the District's mission, vision and goals are fulfilled in a manner that all students are prepared to be career and college ready and globally competitive.

- B. The District Administrator serves as the District's instructional leader and fosters the success of all students by leading the creation, implementation, and review of instructional systems that promote high student achievement and professional development and growth for staff.
- C. The District Administrator fosters the success of all students by implementing effective and collaborative human resources systems resulting in a student-centered, diverse, high-performing staff.
- D. The District Administrator fosters the well-being and success of all staff and students through continuous improvement process for effective operations and resource management.
- E. The District Administrator fosters the success of all students by communicating, collaborating, and connecting effectively with the Board, staff, families, community and other stakeholders.
- F. The District Administrator fosters the success of all students and staff by modeling professional and ethical behavior, engaging in continuous professional growth, and contributing to the profession.

Duties and Responsibilities:

- A. Strategic Leadership
- B.
 - 1. Works with the Board to develop and recommend policies that define organization expectation, and effectively communicates these to all stakeholders.
 - 2. Promotes a climate of respect, trust, innovation, and professionalism with Board, staff, students, and community.
 - 3. Provides leadership to promote effective District change and support continuous improvement.
 - 4. Works collaboratively with Board and stakeholders to identify needs, determine priorities, and implement practices that result in continuous improvement.
 - 5. Keeps the Board informed of current and future needs and issues affecting the District and works collaboratively to resolve them.
 - 6. Fosters external partnerships to build targeted opportunities around identified student/District needs.
 - 7. Promotes Board development and improvement.
- B. Instructional Leadership
 - 1. Ensures rigorous standards-based curriculum with units of instruction consisting of well-structured lessons with measurable outcomes.
 - 2. Promotes high expectations, student engagement, personalization to accommodate diverse learners and integration of appropriate technology to maximize student learning.

3. Facilitates the implementation of a balanced assessment system including use of formal and informal assessments to measure student growth and understanding.
4. Creates and sustains a District culture with expectation that support effective, data-based decision making and uses multiple sources of evidence to drive school and District goals, improve organizational performance, educator effectiveness, and student learning.
5. Develops and nurtures a culture of continuous learning and professional development and growth in which staff members are reflective about their strategies and use data and various methods to analyze and adapt practices that achieve improved results.
6. Ensures that the District curriculum, instruction, and assessment program are designed to provide full access and opportunity for all students.

C. Human Resources Leadership

1. Allocates resources for staff to achieve the District's goals.
2. Ensures consistent processes for the recruitment, employment, induction, and mentoring of employees resulting in the retention of high-performing and diverse personnel.
3. Provides the vision and direction for positive employee relationships.
4. Ensures structure and support for effective conflict resolution.
5. Ensures all employees are evaluated in an effective manner resulting in improved performance.
6. Ensures results-oriented professional development that is aligned with District goals and staff needs.
7. Maximizes human resources based on the strengths of employees, thereby empowering them to seek leadership opportunities.

D. Operations and Resource Management

1. Anticipates and responds to current, emerging, and future needs in a timely manner.
2. Ensures an orderly, safe, and positive environment conducive to teaching and learning through research-based strategies and best practices.
3. Demonstrates fiscal responsibility by acquiring, allocating, and managing human, material, and financial resources.
4. Collaborates and develops internal and external partnerships to enhance operations and resource management.
5. Ensures efficiencies in the operation and management of resources through the acquisition and effective use of technology.
6. Integrates and aligns processes and resources for the effective day-to-day ongoing operations of the organization.

E. Communications and Community Relationships

1. Demonstrates and fosters an atmosphere of trust and mutual respect.
2. Promotes and maintains effective communication between and among Board members, staff, and the community.
3. Brings groups together with different interests and works collaboratively in response to challenges.
4. Advocates for sound educational policy.

5. Works collaboratively with all stakeholders to build community support and secure resources.
6. Demonstrates and adapts the skills necessary to build community support for District goals and priorities.
7. Models and promotes the appreciation and acceptance of diversity in the community.
8. Demonstrates governance leadership by supporting the Board (e.g., meetings, workshops, committees, etc.).

F. Professionalism

1. Adheres to legal, moral, and ethical standards and demonstrates personal integrity in all interactions.
2. Assumes responsibility for personal actions and responds appropriately to the actions of others.
3. Models collegial and collaborative approaches with staff and community to advance the mission, vision, and goals of the District.
4. Participates in a meaningful and continuous process of professional development that results in student growth.
5. Provides services to the profession and community through engagement and partnerships.
6. Demonstrates expertise in supporting the development of leadership capacity across the organization.
7. Actively seeks opportunities to network, share knowledge, and stay abreast of the latest research to promote organizational effectiveness and efficiency.