

School District of Tomahawk
Duties of the District Administrator (Job Description)
Reports to: Board of Education

Basic Functions:

The Superintendent shall be the Chief Executive Officer (CEO) of the District. He/she is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities. He/she shall perform all duties and accept all of the responsibilities usually required of a Superintendent as prescribed by Wisconsin State Statutes, the rules and regulations of the Department of Public Instruction, laws and regulations of the United States, and the policies, rules, and regulations established by the Board of Education.

Position Requirements and Responsibilities

1. Leadership

The District Administrator shall provide overall leadership focusing on the District vision of high levels of student achievement, excellence of its programs and good stewardship.

1. Enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.
2. Prepare the agenda for Board meetings, in consultation with the President of the Board. 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 to insure the making of informed decisions.
3. See to the execution of all decisions of the Board.
4. See that appropriate professional development training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
5. See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
6. See that effective relations with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District.
7. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
8. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.
9. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plan and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

2. Communication

The District Administrator shall develop and implement a communications program that provides information to and solicits information from all stake holders in the District.

1. Be the Chief Executive Officer (CEO) of the District, with the right to speak on all matters before the Board, but not to vote.

2. Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to District employees and receive from all school personnel any communications directed to the Board.
3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
4. Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
5. Establish and maintain liaison with other school districts, the Department of Public Instruction, colleges and universities, and the U.S. Department of Education.
6. Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and success of the District.

3. Planning

The District Administrator shall develop and implement a system of planning that assists the District in meeting short and long term goals.

1. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.
2. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
3. See that sound plans of organization, educational programs and services are developed and maintained for the Board.
4. Maintain adequate records for the schools, including a system of financial accounts business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

4. Fiscal Management

The District Administrator shall organize a plan that provides for the efficient financial management of the School District according to the laws of the state of Wisconsin.

1. See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board by such date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
2. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.

5. Personnel

The District Administrator shall oversee all aspects of personnel management including employee-employer relationships, staff development and the recruitment and evaluations of staff.

1. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
2. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the District.

3. Prior to action by the Board, recommend the appointment, discipline or termination of employment of teaching and non-teaching personnel of the District.
4. Directly oversee the work of other central office personnel.
5. Hold regular meetings with Building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
6. Approve time off requests for administrators; and be personally responsible for all evaluations of administrators.
7. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvement and welfare of the schools. Represent the District in collective negotiations with recognized or certified employee organizations.

6. Board of Education

The District Administrator as Chief Executive Officer (CEO) of the District shall be accountable to the Board of Education, as a Board, for the administrators, of the educational systems, including its functions, activities and responsibilities.

1. Attend, or have a representative attend, all meetings of the Board.
2. Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.
3. Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the superintendent or the initiative of the Board of Education.
4. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
5. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

7. Personal and Professional Responsibilities

The personal and professional responsibilities of the District Administrator shall be directed in a manner that demonstrates fairness and integrity at all time when dealing with staff or the general public.

1. Represent the District as the Chief Executive Officer in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
2. Operates in accordance with the highest ethical standards.
3. Maintains a neat, clean and professional appearance while presenting the District.
4. Is receptive to the exchange of ideas.
5. Remains calm and tactful in dealing with people.
6. Has conviction in regard making decisions and recommendations.

8. Annual Goals

The District Administrator shall develop professional and personal goals that support District initiatives.

1. Annual goals will developed and submitted to the Board of Education.

Qualifications

A Specialist in Educational Administration degree from an accredited college or university.

Certification (or able to obtain) by the State of Wisconsin as a School District Administrator.

A minimum of three years successful teaching experience and a minimum of three years of successful administrative experience.

Evaluation

This position will be evaluated in accordance with provisions of the Board's policy (TSD 225, or Neola 1240) on Board's Administrator.