

**DISTRICT ADMINISTRATOR  
(JOB DESCRIPTION)**

- QUALIFICATIONS:
1. A Specialist Degree or equivalent from an accredited institution of higher learning.
  2. Certification as required by law.
  3. Training in the educational and business administration of public schools.
  4. Suitable experience demonstrating his/her capability in leading a staff and community in a continuous program of educational improvement.
  5. Possess professional and civic leadership qualities.
  6. Be of good character and moral repute.
  7. Other alternatives to the above qualifications as the board may find appropriate and acceptable.

JOB GOALS: Provide leadership for a safe, educationally-oriented environment conducive to the teaching and learning of District staff and students.

REPORTS TO: Board of Education

SUPERVISES: All District employees, directly or indirectly

PERFORMANCE RESPONSIBILITIES:

1. Attend all Board meetings and such Board committee meetings as may be deemed necessary. The only exception shall be when his/her own salary or job performance is under consideration. Formulate agendas, prepare Board packets and mail at least one week before meeting. Post and send notices to official newspaper.
2. Assist the Board in its legislative duties and policy making functions. Have knowledge of legislative responsibilities and district impact as such.
3. Enforce Board policies and rules.
4. Make a continuous study of the needs of the District and prepare reports to the Board on the condition and development of the District.
5. Maintain a continuous study of the problems confronting the District, evaluating the quality and efficiency of all departments and report to the Board as required. Meet with department heads (maintenance, food, counselors, and athletic directors) at least once per month, administrative meetings each week. Make certain that all school personnel are evaluated according to the contracts and placed in personnel files in a timely fashion. For those on probation evaluate performance according to contracts.
6. Have the authority to control and shall exercise general supervision of the policies and management of the individual schools and divisions of the school system, by granting or withholding approval of plans and procedures as proposed by principals and other administrative heads of their respective units.
7. Represent the district and take part in negotiations with recognized unions and all district employees. Direct formulation and revision for board consideration and may act as the negotiator at the Board's discretion.

School District of Rib Lake

8. Help in the formation of school policies, plans and programs by preparation and presentation of facts and explanations to the Board. Organize and restructure Board policies and Employee Handbook. Post current policies on the District website and inform staff of changes.
9. Recommend to the Board for appointment all personnel required for teaching, supervising, performing clerical or custodial work or providing any other type of service that may be necessary for the operation of the District. Be part of or discuss all interviews and make recommendations accordingly after making licensure and back ground checks.
10. Demonstrate a comprehensive understanding of the District's personnel evaluation system and conducts formal employee performance evaluations in compliance with the District's procedures as set forth in the Employee Handbook.
11. Be responsible for the assignment, alteration of assignment, transfer, suspension and recommendation for dismissal of any Board employee, except him/herself. Essential that disciplinary reports are kept and maintained according to contracts. Make recommendations on personnel based on evaluations and disciplinary reports.
12. Be responsible for the development, maintenance and operation of a constructive program of in-service education for all District employees. He/she shall have the authority, within the budget, to employ lecturers, grant temporary leaves from work and develop professional library facilities as required.
13. Have the authority to assign classes, consolidate classes, assign students to buildings, and transfer students from one building to another.
14. Aggressively seek grants to subsidize district budget.
15. Have the authority to suspend students from school for cause, consistent with state law. If expulsion is being considered, be responsible that all notices and regulations are followed according to state law.
16. Act as truant officer, but may delegate this authority.
17. Be responsible for development and supervision of the instructional program.
18. Be responsible for the selection and purchase of online curriculum, textbooks and other instructional supplies and be part of the selection process.
19. Purchase all supplies and materials within the budget approved by the Board, and be responsible for the storage and distribution of such supplies. Develop the process, forms, and time lines to be used from year to year. Review requisitions and see that they are sent out on a timely basis for the beginning of the school year.
20. Plan and develop the annual budget for study and adoption by the Board, in accordance with Board policy. Develop district budget (including all expenditures and revenues). Provide copy of budget to bookkeeper to enter into state program, all cash borrowing forms, transportation reports, payment forms, complete or make certain all mandated reports are completed for state and federal governments.
21. Have knowledge of outside applications for the use of school property, in line with Board policy. Follow BOE policies for use of school property and make certain it is followed consistently. Have knowledge of court decisions that could have an effect on those policies such as the Equal Access Act or Title IV.
22. Acquaint the public with the activities and needs of the District. Develop a bi-annual newsletter and financial report that is prepared and mailed to all district box holders.

23. Be responsible to develop, implement wellness program for faculty and students.
24. Perform other duties as may be assigned by the Board.

**LEGAL REFERENCES:**

**Wisconsin Statutes**

Section 121.02(1)(a)(q) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

**Wisconsin Administrative Code**

PI 3 [licensure requirements]  
PI 34.03 [DPI's administrator standards]  
PI 34.32(1) [license required to supervise and evaluate other professional staff]  
PI 47 [equivalency process for educator effectiveness evaluation; principals and teachers]  
PI 8.01(2)(a) [annual certification to DPI of administrator's current license]

**CROSS REFERENCES:**

225 Evaluation of Administrators  
620 Annual Operating Budget

**ADOPTED:** April 12, 1990  
**REVISED:** December 14, 2006  
February 9, 2017