

DISTRICT ADMINISTRATOR

QUALIFICATIONS:

1. Certified and licensed as a District Administrator in the State of Wisconsin
2. Previous administrative experience required
3. A minimum of a specialist degree required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

ORGANIZATIONAL FUNCTION AND RELATIONSHIPS:

As the Chief Executive Officer of the School District of Waupaca, the District Administrator has five major functions:

- Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the Board policies on Ends (e.g. vision, mission, purposes, and strategic directions).
- Provide leadership and direction so that District operation is within the boundaries established in Board policies on Executive Limitations.
- Accomplish the responsibilities set forth in the District Administrator's position description.
- Accomplish annual goals and objectives established by the Board.
- Represent the District to the general public and all its diverse constituencies, and governmental bodies/agencies.

Major Responsibilities:

The District Administrator is accountable and responsible for the following:

- **Administration:** Serve as the chief executive officer, responsible to the Board of Education for the overall administration of all functions of the District. The District Administrator provides direct supervision to the Director of Instruction, Director of Exceptional Education, Business Manager, and Building Principals.
- **Planning:** Develop, in conjunction with the Board and staff, strategic and operational plans for the District in the areas of student achievement, human resources, finances, equipment, and facilities.
- **Educational Leadership:** Serve as the primary educational leader of the District's programs and supportive services.

- **Organization:** Organize, reorganize, assign, and arrange the administration, teachers, and all other staff, to accomplish the Ends of the District. Delegate to appropriate staff specific responsibilities.
- **Staffing:** Provide leadership and direction regarding employment, compensation and benefits, staff evaluation and development, and labor relations. Employ, promote and terminate staff to meet the needs of the District. All such personnel actions shall be submitted for approval at a subsequent Board meeting.
- **Fiscal Responsibility and Resource Development:** Interpret the needs of the District to the Board, and provide leadership for the development and administration of the annual budget. Ensure the preservation of the District's assets.
- **Policy Development and Implementation:** Establish, through the Board President, the agendas for all Board meetings. Implement internal procedures to ensure compliance with policies and suggest modifications as deemed necessary. Provide information and context for Board policy deliberation.
- **External Relations:** Develop a sound program of school/community relations in concert with the Board. Represent the District to the general public; local, state and federal agencies and individuals; and business and community leaders to maintain and favorably enhance the District's visibility and image.
- **Evaluation:** Implement ongoing evaluation and assessment processes to ensure the District's effectiveness in fulfilling its mission and achieving student success.
- **Other Duties:** Perform such other duties as may be from time to time prescribed by the Board of Education.