

SCHOOL DISTRICT OF BONDUEL
Bonduel, Wisconsin 54107

Job Description - District Administrator

Hired by: Board of Education

Term of Contract: One to three years

Supervised By: Board of Education

Supervises: All personnel and programs in the district

Required Qualifications: A Masters Degree in School Administration.
Three years of successful teaching experience
Three years of successful administrative experience at the elementary, junior high/middle school and/or high school level
Has, or can be certified for, a District Administrator's license

Major Job Function: To administer, evaluate and provide leadership to all personnel and programs in the district within the policies established by the Board of Education and the laws of the State of Wisconsin, and to recommend program and/or policy changes that are in the best interests of the children

Specific Job Functions:

I. Leadership

- A. To provide short and long range planning in all areas of school district operations with appropriate time lines for implementation
- B. To organize strategies, assign staff responsibilities, maintain high staff expectations, and assume responsibility for their accomplishments
- C. To demonstrate courage of convictions when placed in pressure or special interest situations
- D. To demonstrate a natural sensitivity and empathy for people and be able to inspire them toward the achievement of common goals
- E. To provide clear directions to the administrative team, allow members to manage, and the results are positive things occurring in the district
- F. To demonstrate the belief that the education of children is the most important responsibility of our schools

II. Relationships with the Board

- A. To provide the board with appropriate information on needs, issues, and operations of the school district
- B. To offer professional advice to the board on items requiring board action, based on thorough study and analysis

- C. To develop an impartial and harmonious relationship with board members
- D. To assist the board to resolve differences in an effort to achieve common objectives
- E. To assist individual board members in their growth and development as a public official

III. Educational Programs

- A. To understand, keep informed of and monitor all aspects of the instructional programs in the district
- B. To provide for curriculum and program planning involving the professional staff, outside resource people, and lay people of the district
- C. To coordinate in an active way the improvement of instruction and implement the district's philosophy of education
- D. To administer plans for the continuous appraisal and evaluation of the instructional program in terms of learning outcomes and district goals
- E. To organize a planned program to effect coordination between various grade levels, between schools, and between the various academic disciplines

IV. Personnel Management

- A. To develop and execute personnel procedures and practices which result in the selection and training of good employees
- B. To assist all personnel fairly, without favoritism or discrimination, while insisting on performance of assigned duties
- C. To initiate individual recognition of outstanding performance of school staff members WRITTEN
- D. To supervise and provide for the annual evaluation of the work performance of all employees
- E. To provide for the understanding and the consistent enforcement of all negotiated agreements and board personnel policies
- F. To recommend to the board for final action the employment, salary changes, discipline and dismissal of any employee

V. Communications

- A. To make himself readily available to individual staff members and citizens, overtly listen to concerns, or interpret school programs, policies and needs
- B. To solicit input and involve staff and citizens in school planning and problem solving
- C. To participate actively in school and community life and achieve status as the community leader in public education
- D. To initiate a variety of activities to inform the staff and community about the operation of the school system

VI. Business and Finance

- A. To supervise the preparation, presentation and final approval of an annual school district budget which meets the priority needs of the district and the regulatory requirements of the state
- B. To determine that school funds are spent according to board guidelines and to initiate appropriate controls and accounting
- C. To advise the board on needs of the school physical plant facilities, equipment and supplies
- D. To evaluate financial needs of the district and make recommendations based upon the fiscal resources of the school community

VII. Personal Qualities

- A. To maintain high standards of ethics and honesty in all professional relationships
- B. To demonstrate drive and determination along with patience in the accomplishment of goals
- C. To demonstrate a good balance of humor, humility and common sense in relationships with people
- D. To possess ability to express himself in a clear, articulate manner in oral and written communications

VIII. District Goals

To establish annual goals with input from the Board of Education and the administrative team