

Wrightstown Community School District
School District Administrator
(Job Description)

Job Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To serve as the chief executive officer of the Wrightstown Community School District
- To act as the professional advisor to the School Board relating to current and future operations of the district
- To insure the implementation, interpretation and execution of all Board of Education policies, directives, and the laws and administrative regulations of the State of Wisconsin to meet the academic, social, emotional, safety and security needs of the Wrightstown Community School District students and community

Performance Responsibilities

- School Board Executive
 - Advise the Board of Education in formulation, evaluation and revision of policies and goal-setting
 - Execute and uphold all Board policies of the District
 - Prepare and distribute board meeting agendas, in coordination with the Board President and insure minutes, publications, and deadlines comply with legal operational requirements
 - Attend all Board and Board committee meetings, except when his/her contract or salary is under consideration
 - Present reports to the Board regarding the condition and needs of the schools along with recommendations as he/she deems fit
 - Maintain effective Board/Superintendent relations through regular written and oral communications
 - Make emergency decisions in the interests of the Board and school district
- Leadership
 - Foster and support a positive school climate that maintains a focus on student achievement and success
 - Lead and facilitate the administrative team, consisting of principals, business official, and all other department leaders, and collectively assume responsibility for making rules and regulations to govern routine matters of school district operation
 - Serve as an advocate for students and their educational programs
 - Honor and comply with all national, state and local educational laws and regulations
- Human Resource Management
 - Recommend to the board selection, assignment, evaluation and dismissal of all personnel
 - Develop and maintain positive personnel practices
 - Assure compliance with procedures established in the District Handbook; Review and revise handbook language as needed
 - Ensure appropriate staff development opportunities for all district staff
- Curriculum and Instruction
 - Develop and maintain a process that assures that the district's curriculum meets the needs of all students in the district and allows for the review and purchase of up-to-date and effective instructional resources and technology integration
 - Serve as director of curriculum for 4K-12 curriculum development by supporting or facilitating district level curriculum meetings that assure alignment of district curriculum with Wisconsin Academic State Standards

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- **Business and Finance**
 - Oversee all financial operations of the district; prepare, present and recommend various budgets to the school board; and assure the processing and submission of required reports
 - Authorize the purchase of books, supplies and equipment as are required in the operation of schools. Purchases are subject to the limitation and approval of the Board
 - Prepare information and coordinate negotiations for the Board of Education and all employee groups

- **Communications and Community Relations**
 - Act as the public relations representative of the school district; as the liaison between the community and the school district, and as the district spokesperson in dealings with other school systems, institutions and agencies, community organizations and the general public
 - Respond to concerns of parents, students, citizens, and staff to increase understanding of policies and practices to keep them informed and involved with the school activities
 - Develop positive relationships with staff, parent groups, agencies of the community and other educational organizations

- **Other Responsibilities**
 - Delegate to other administrative staff any of the responsibilities and duties the board has entrusted to him/her, but in every instance continue to be responsible and accountable to the board for the execution of the responsibilities and duties delegated
 - Perform any and all other duties as assigned by the Board and/or the State Superintendent of Public Instruction

Reports To

- Board of Education

Qualifications

- Legal requirements for certification established by Wisconsin Statutes and the Wisconsin Department of Public Instruction
- At least six years of experience in education with a minimum of three years in an administrative position

Supervises

- Provide direct supervision of all administrative personnel and department heads
- Support and maintain an effective evaluation program for all district employees

Evaluation

- Annual written evaluation to be completed by the Board of Education based on a mutually agreed upon evaluation system

Adopted: October 2003

Revised: October 2012

Revised: March 16, 2016, April 17, 2023