

POSITION DESCRIPTION

TITLE:	Superintendent	SUPERVISOR:	Board of Education
DEPARTMENT:	Administration	CLASSIFICATION:	Administration

I. **Accountability Objectives:**

The Superintendent is the chief executive officer of the School District. He/she shall act in accordance with the policies, rules and regulations as established by the Board of Education and laws and administrative regulations of the State of Wisconsin (Wis. Stats. 118.24). The administration of the school district shall be delegated to The Superintendent. He/she in turn will delegate duties and authority to insure the implementation of policies for the best interest of the students in the school district.

II. **Position Characteristics:**

Salary: To Be Determined

Length of Contract: 260 Days

III. **Position Relationships:**

Reports to: Board of Education

Coordinates with: Board of Education, administrators, district staff, parents.

IV. **Position Qualifications:**

A. Required certification:

Wisconsin Certification as Superintendent or District Administrator

B. Desired experience and training:

A minimum of 8 years' experience in education with at least three years administrative experience; three years of teaching experience; advanced graduate work beyond the Master's Degree. Demonstrated experience in working with a Board of Education.

C. Special requirements of the position:

Strong leadership ability; ability to make sound decisions; ability to work effectively with others; broad and current knowledge of high school curriculum and instruction; good communication skills; ability to relate to parents and general public. He/she shall be encouraged to reside in the School District.

V. **Position Responsibilities:**

Policy and Contract Administration

- A. Coordinate a management team consisting of all administrative personnel.
- B. The Superintendent shall be the professional advisor to the Board of Education in the formulation of policies for the school system and shall execute the policies adopted by the Board of Education. He shall have the responsibility to make rules and regulations to govern routine matters of school district operation.
- C. The Superintendent shall make sure that district policies are administered fairly and consistently throughout the district. He/she will also carry on policy evaluation and revision and make recommendations to the Board for proposed changes.
- D. The Superintendent shall advise the Board of Education during the formulation of and shall execute all contracts entered into by the Board of Education and School District.

Planning

- E. The Superintendent helps to establish both short and long range goals for the district. He/she fosters new ideas, acts as a catalyst for change and innovative thinking and accepts accountability for the overall effectiveness.
- F. The Superintendent shall establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and shall be responsible for the proper administration of the schools within this framework.
- G. He/she shall assume full responsibility for making all recommendations to the Board of Education on all phases of school operation. He/she will solicit input from the staff.
- H. The Superintendent shall be responsible for the planning and use of all school facilities and will be responsible for the control and supervision of all school buildings, grounds, and equipment, subject to the policies and regulations adopted by the Board of Education.
- I. The Superintendent shall recommend plans for long range maintenance program for renovations of the school property and for new construction, and he/she shall be responsible that all such plans, once approved by the Board of Education, are properly executed.
- J. He/she shall keep the Board of Education informed of the school districts progress toward achieving its goals and objectives.

Budgeting and Financial Planning

- K. The Superintendent is responsible for the preparation of and administration of a school district budget. It will be prepared and administered in compliance with Board policy and state law.
- L. Budget information will be prepared for presentation to the Board of Education.

Supervision and Evaluation

- M. The District Administrator will ensure that a staff supervision and evaluation program is carried out throughout the district.
- N. He/she shall assume complete responsibility for the evaluation of personnel who report directly to him/her and review the evaluation of all other administrators and teaching personnel of the district.
- O. The Superintendent or his/her designee shall provide supervision of all instruction and the control and management of all pupils.

Staff Relations

- P. It is the responsibility of the Superintendent that positive personnel practices are carried out within the district.
- Q. The Superintendent shall make recommendations to the Board regarding the employment and promotion of all personnel.
- R. Communication shall be maintained between the Superintendent and all employees and will keep the Board apprised when necessary.

Staff Recruitment and Development

- S. The Superintendent or delegated staff member shall be responsible for recruitment, selection and assignment of all employees needed by the school district.
- T. He/she shall work with the district inservice committee on the development, maintenance, and operation of a constructive program of inservice training and education for all employees of the school system.

School/Community Relations

- U. The Superintendent will ensure that the District maintains positive school/community relations. This will be a cooperative effort between the Board, administrators, teachers and support staff.
- V. The Superintendent and the staff will keep the parents and the community apprised of the status of the schools and their programs.
- W. Resolve problems and conflicts as they arise between teachers, students and parents.

- X. The Superintendent will serve as an advocate for students and their educational programs.

Curriculum

- Y. It is recognized that the curriculum of the school district is the most important part of the program. The Superintendent and his/her staff will make sure that the District maintains the highest academic level possible for the students.
- Z. He/she shall prepare, or have prepared for his/her approval, the content of each course of study in the district curriculum and keep the Board apprised of the district curriculum.
- AA. He/she shall prepare, or have prepared for his/her approval, the content of each course of study in the district curriculum, and shall keep the Board apprised of changes in the curriculum and seek its approval for major changes.

Discipline

- BB. It is the Superintendent's responsibility to make certain that fair and equal treatment of all employees and students is maintained throughout the district.
- CC. The Superintendent shall ensure that policies and procedures are established for students rights, responsibilities and discipline.
- DD. Employee discipline will be administered fairly and consistently in accordance with all policies, contracts and laws.
- EE. Suspension of employees or students may be made at any time by the Superintendent in accordance with statute. He/she may recommend to the Board of Education dismissal of employees and expulsion of students.

Communication

- FF. The Superintendent shall relate to staff members, parent groups, agencies of the community and other educational agencies.
- GG. The maintenance of both internal and external communications are the responsibility of the Superintendent.
- HH. The Superintendent shall keep the Board of Education apprised of the success of policies adopted, the general condition of the school system, and problems requiring Board of Education consideration.
- II. The Superintendent shall notify all members of the Board of Education of all regular and special meetings, and attend all meetings of the Board of Education.

Other Responsibilities

- JJ. The Superintendent may delegate to subordinates any of the responsibilities and duties which the Board of Education has entrusted to him/her, but in every instance, he/she shall continue to be responsible and accountable to the Board of Education for the execution of the responsibilities and duties delegated.
- KK. He/she shall perform any and all other duties prescribed by the Board of Education, the Superintendent of Public Instruction for the State of Wisconsin, or that are self-initiated.
- LL. He/she shall perform any and all other duties prescribed by the Board of Education, the Superintendent of Public Instruction for the State of Wisconsin, or that are self-initiated.
- MM. Accepts other responsibilities which the nature of the position demands.

LEGAL REFERENCE: Wisconsin Stats. Section 118.19, 121.02(1)(a)(q)
Wisconsin Administrative Code – PI 3, 8.01(2)(q)