



**QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR**

Qualifications:

Education: The District Administrator must have a minimum of a masters degree in educational administration and hold the Wisconsin State Administrators Certificates for District Administrator.

Experience: The District Administrator must have at least three years of successful public school teaching experience and three years of administrative experience at elementary and secondary school level.

The District Administrator shall serve as the executive officer of the Board of Education and shall be charged with the responsibility of implementing the policies of the Board. He/she shall prepare the agenda for each meeting, attend all meetings except when his/her contact is being considered, and participate in all deliberations of the Board when such deliberations do not involve his/her employment.

In addition, the District Administrator shall:

Administer the schools in conformity with the adopted policies of the Board and the rules and regulations of the State Department of Public Instruction and in accordance with the laws of the State of Wisconsin;

Be responsible for the coordination and leadership of the administrative functions of the district;

Be responsible for in-service activities, workshops, seminars, and orientation of administrators;

Submit recommendations to the Board regarding school organizations, finance, personnel, instruction, and other matters pertaining to the schools;

**Policy 221 Continued:**

Direct the formulation and the revision of salary and other welfare policies of school employees and make recommendations to the Board;

Develop administrative regulations for implementing Board policies and submit such regulations to the Board for consideration and approval;

Provide a continuous appraisal of all policies originating with the Board;

Recommend employees for appointment, demotion, transfer or dismissal in accordance with the policies of the Board and the laws of the State of Wisconsin;

Select and recommend for adoption all textbooks and supplementary instructional materials with the cooperation of other officers of instruction and such special committees of teachers, principals, supervisors, and representatives from student and community groups as he/she may appoint;

Have overall responsibility for the maintenance of the physical plant and make recommendations to the Board concerning changes and/or additions to such facilities; notify the Board of any legal requirements pertaining to such facilities which require action; and to have overall responsibility for the supervision of any alterations, additions or new building programs, advising the Board continually of the costs and programs of such work;

Represent the schools before the public and maintain through cooperative leadership, both within and outside the school, a program of publicity and public contracts to improve the understanding and morals within the schools and keep the public informed as to the activities, needs and successes of the schools; and

Maintain an accounting procedure adequate to record all transactions affecting the acquisition, custodianship and disposition of monies and credits.

Coordinate the preparation of the total budget and prepare for adoption of the Board.

Recommend for employment, supervise and evaluate the business office staff, maintenance staff, and food service staff.

Direct the purchase of supplies and materials approved by the Board or the District Administrator and provide for the storage and distribution of same.

**Policy 221 Continued:**

Act as payroll officer for the district.

Manage the real estate and insurance programs.

Supervise district and contract services for transportation and food services.

Be responsible for the operation of the school cafeterias including personnel, equipment, purchasing, and the receipt and disbursement of funds.

Supervise the district buildings and grounds program.

Assume responsibility for the insurance program, inventories of school supplies and rental of school property.

Prepare reports and claims necessary to secure reimbursement for state funding such as state aid and special education.

Prepare reports as necessary including reports to staff members to monitor individual accounts.

Approve all vouchers authorizing the expenditure of monies.

Provide leadership in developing improvement in the financial management of the school system including budget methods, format and presentation.

Initiate contact with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.

Arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.

Appraises, evaluates and assesses at prescribed intervals of time, real and personal property within the school district.

Collect taxes according to a schedule and deposit the receipts.

**Policy 221 Continued:**

Report in writing, as defined by law, all collections, receipts and disbursements made during the year.

Keep current in the field by attending such professional activities as may be appropriate.

Organize and implement a program of preventive maintenance.

Supervise, evaluate and direct the M-Team program and all related E.E.N. services.

Perform such other duties as the Board may assign.

Legal Reference(s): Wisconsin Statutes 118.24

Adopted: February 1973  
May 1973

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August 1990  
April 1991  
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