

## DISTRICT ADMINISTRATOR'S DUTIES

CBAB

The District Administrator shall:

1. Serve as the executive officer of the Board of Education, and shall be charged with responsibility for executing the policies of the board. He/she shall prepare the agenda for each meeting in cooperation with the board president, shall attend all meetings, except when his/her contract is being considered, and participate in all deliberations of the board when such deliberations do not involve his/her employment.
2. Administer and exercise general supervision of all the public school properties in conformity with the adopted policies of the board and the rules and regulations of the State Department of Public Instruction and the laws of the State of Wisconsin.
3. Recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the board. All public school employees shall be directly or indirectly responsible to the administrator. No vacancies will be filled without the administrator's recommendation.
4. Assign instructional and non-instructional staff. He/she, with the sanction of the board, shall make such assignments, reassignments, and transfers as are necessary to secure the highest efficiency of the entire staff.
5. Develop administrative rules and procedures for implementing board policies.
6. Require reports from all employees as necessary.
7. Implement measures for the improvement of teaching inservice. With the aid of his/her assistants, he/she shall issue bulletins, circulars, courses of study and other curricular material for the improvement of instruction.
8. Direct studies to determine the adequacy of the curriculum and recommend to the board new courses of study or improvements in the organization of content of the curriculum as need arises.
9. Represent the board in salary negotiations with employee committees, direct the formulation and revision of salary schedules, recommend a schedule of salaries to the board for consideration and act as the negotiator at the board's discretion, unless there is a potential conflict of interest.
10. Suspend any pupil or employee from school whenever, in his/her judgment, such person is guilty of gross misconduct or flagrant insubordination to school authorities and/or board policies and regulations. The right to expel is a power retained by the board.
11. Report to the board on the general condition of the schools with such recommendations for their improvement.

Initial Adoption: 1/12/09

Final Adoption: 2/9/09

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12. Transmit all communications from the Board of Education or its committees to members of the instructional, administrative, supervisory, and custodial staff and then transmit all communications from the aforementioned staff to the board.
13. Supervise the preparation of the budget annually for the consideration of the board, showing an estimate of expenditures and receipts for the ensuing year.
14. Act as the purchasing agent for all board approved purchases.
15. Investigate the needs of, and recommend to the board, provisions for school facilities in the school system and assist the architect employed by the board in drafting plans and specifications for construction work to meet these needs.
16. Appraise the quality of teaching of the instructional staff with a view of increasing its effectiveness.
17. Approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and policies.
18. Keep himself/herself informed by attending state, national and regional conferences, and by other means, regarding modern and progressive methods in education.
19. Propose new policies to the board for adoption as necessity for such arises.
20. Interpret the philosophy, aims, and objectives of the educational program of the schools to the community. He/she shall arrange for the release of all news items to area newspapers and radio stations.
21. Perform such duties as the board may require and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

Initial Adoption: 1/12/09

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