

Position Title:

Superintendent

Supervisor:

School Board

Purpose: Chief administrative officer for the District and ex officio member of the School Board. Shall be responsible to the School Board for the recruitment and employment of all personnel, for the development of curriculum, administrative rules, regulations and procedures to implement the educational program within the framework of State laws, rulings and regulations of the Wisconsin Department of Public Instruction and the policies of the School Board.

Duties:

- Directly responsible to the School Board
- Serving as the executive administrative officer of the School Board, and shall be charged with the responsibility of interpreting and implementing the policies of the Board. Shall prepare the agenda for each meeting, shall attend all meetings and participate in all deliberations of the Board.
- Administering the Schools in conformity with the adopted policies of the Board and the rules and regulations of the Wisconsin DPI and in accordance with State statutes.
- Developing administrative procedures and regulations for implementing Board policies.
- Recommending employees for appointment, demotion, transfer or dismissal in accordance with State law and the policies and contracts of the School Board.
- Transferring personnel from one assignment to another without Board approval if no change in rank or if not in violation of adopted personnel policies.
- Recommending an annual budget to the School Board at the Annual Meeting each year in collaboration with the Business Manager.
- Making expenditures within the budget subject to the limitations of Board policy and State laws.
- Annually examining all expenditure procedures of both District and auxiliary funds and shall report the conditions of such funds to the Board at monthly intervals.
- Keeping necessary school records, local, county, state aid and federal reports, personnel records, reports by supervisors, principals, teachers and other employees.
- Implementing school-community relations through school publications, newspaper releases and other appropriate media with the objective of providing the community with all possible information on the operation of the school program.
- Keeping himself/herself and the School Board informed concerning current educational trends by collaborating with other school districts, attending educational meetings, workshops and conventions.
- Closing school according to his/her best judgment due to weather, road conditions and other exigencies. The parents and students shall be properly notified.

- Assisting the School Board on specific problems or in areas as may be delegated.
- Performing all other appropriately assigned and related work, delegated or requested, to accomplish the objectives of the total school program.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Self-Reflection - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: April 20, 2020