Series	**200**	**Administration**
Section	**210**	**Administration Goals**
Policy	**225**	**Administrator Evaluation**

District Administrator
Job Description

DESCRIPTION OF POSITION

The District Administrator works in partnership with the Board and has the responsibility for the organization, administration and supervision of the Erin School District. The District Administrator will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned, and do so in a manner that will meet or exceed the standards established by the Board and board policy.

DESIRED QUALIFICATIONS

1. Certified, or certifiable under State of Wisconsin requirements for Superintendent.
2. Have at least three years of Administrative experience.
3. Have or working towards doctorial degree.

RESPONSIBILITIES

1. Relations

a. Staff

i. Establish and maintain open communication between students, staff, parents/guardians, administrators, school board and community.
ii. Provide for the health and safety of students assigned to the school.

b. School and Community

i. Serve as the liaison between the teachers, support staffs and parents/guardians of the school.
ii. Oversee the organization of parent-teacher conferences.
iii. Advocate parent/guardian and community participation through parent organizations, volunteer aide programs, cultural arts events and special events open to the school and community.

2. Organizational Effectiveness

a. Planning

i. Assist and involve staff in school planning.
ii. Assist in coordination of building utilization.
iii. Assist in developing a master calendar of school-sponsored events.
iv. Assist in site development improvements.

3. Personnel Management

a. Conflict Resolution

i. Investigate and process employee grievances.
ii. Mediate disputes, where reasonable, between the school and the community.

b. Supervision and Evaluation

i. Conduct a program of teacher evaluation and supervision in accordance with the Master Agreement and board policy.

ii. Conduct a program of support staff (secretary, aides, custodial & maintenance) evaluation and supervision.
iii. Make recommendations in a timely manner to the Erin School Board regarding the employment status of staff members.

c. Discipline

i. Enforce procedures for the maintenance of an appropriate learning environment.
ii. Work with staff to solve individual student behavior problems.
iii. Communicate expectations regarding student behavior to students, staff and parents/guardians.
iv. Maintain appropriate student records relating to attendance and student behavior.

d. Recruitment and Placement

i. Recruitment of employees.
ii. Place building staff.

4. Educational Leadership

a. Staff Development

i. Orientation of new personnel.
ii. Providing staff with appropriate workshops, conferences and courses to enhance their professional and personal growth.
iii. Developing staff In-Service activities in cooperation with the District curriculum coordinator and/or other administrators.

b. Curriculum

i. Monitoring and evaluating K-8 curriculum.
ii. Serve on appropriate committees to assist in the revision and evaluation of curriculum.
iii. Cooperate with the other District Administrators in developing a unified education program.

5. Fiscal Leadership

a. Budget and Financial Planning

i. Develop District budget.
ii. Review requisitions originating from building principal and staff.
iii. Work with Buildings and Grounds to develop maintenance budget and plan for remodeling projects.

6. Professional Activities

a. Professional Development

i. Formulate a professional development plan to improve personal and professional performance.
ii. Keep abreast of literature relating to new products, technology, services, techniques, skills and research in the field of education.

District Administrator

Evaluation Form

20 - 20

Name:

Date: **Years of Experience in Erin:**

M = Met Expectations **NM = Not Met Expectations** **N/O = Not Observed**

Note: This evaluation is the results of combined input from board members and District Administrator based on identified goals and job description.

1. Function: Relations

___ School Board
___ Staff
___ School and Community

Comments:

2. Function: Organizational Effectiveness

___ Planning

Comments:

3. Function: Personnel Management

___ Conflict resolution
___ Supervision and Evaluation
___ Discipline
___ Recruitment and Placement

Comments:

4. Function: Educational Leadership

___ Staff Development
___ Curriculum

Comments:

5. Function: Fiscal Leadership

___ Budget and Finance

Comments:

6. Function: Professional Activities
___ Professional Development

Comments:

Board Summary:

What would the board like to see more of?

What would the board like to see less of?

What would the board like to see the same amount of?

Legal References: Wisc SS 118.24, 121.02(1)(q), PI 8.01(2)(q), Wisconsin Administrative Code
Cross Reference: 225 Administrator Evaluation, Administrator Job Description
Approved: June, 2013
Last Reviewed: November 2015