

230 SUPERINTENDENT

230.01 QUALIFICATIONS

230.01.1 The Superintendent must hold the appropriate current license from the Wisconsin Department of Public Instruction.

230.02 JOB DESCRIPTION

230.02.1 As the sole employee reporting directly to the Board of Education, the Superintendent shall be the point person for all direction from the Board. The Superintendent is responsible for administration of all decisions made by the Board. Specific responsibilities for the Superintendent include but are not limited to the following:

230.02.2 Act as the District's Chief Executive providing leadership in all phases of District of Operations.

230.02.3 Oversee administration of the District in a manner that is:

1. in accordance with the Board policies
2. effective, efficient, and with student achievement as the primary focus
3. consistent with current and emerging best practices in education
4. in accordance with Wisconsin Department of Public Instruction requirements and all applicable federal and state laws and regulations.

230.02.4 Oversee accurate accounting and administration of the District budget.

230.02.5 Develop appropriate learning opportunities for all students, including curricular, co-curricular, and extra-curricular activities.

230.02.6 Coordinate building programs.

230.02.7 Oversee the hiring of personnel

230.02.8 Make final the decision regarding school operations, when weather conditions may not permit safe transportation of students.

230.02.9 Coordinate communication to the residents of the District as needed.

230.02.10 Lead, develop and ensure implementation of District plans.

230.03 Reports to: Board of Education

Revised: March 28, 1994
November 13, 2006

**230.04 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES
SUPERINTENDENT OF SCHOOLS**

230.04.1 Board of Education

The Superintendent shall:

1. prepare an agenda for each of the Board of Education meetings and shall mail a copy to each Board of Education member prior to the regular meeting,
2. distribute a copy of the agenda to the administrative staff and the Oregon Observer,
3. consider the allocation of time for discussion of both the educational and the business problems involved when preparing an agenda,
4. prepare a comparative financial report indicating the amount budgeted for each major classification of the annual report and the amount spent in each classification,
5. prepare for the Board of Education a statement of vouchers to be approved for payment,
6. send a copy of the minutes of the Board of Education meetings to each of the Board members with the agenda for the next meeting.

230.04.2 Administration

The Superintendent shall:

1. with the assistance of the administrative staff, study the financial needs for the new fiscal year and shall prepare a budget listing the estimated expenditures and receipts for the ensuing year. This budget is to be presented to the Board of Education for study prior to required legal publication date,
2. with the assistance of the administrative staff prepare and submit all reports required by the Department of Public Instruction and other local, state and federal agencies,
3. present to the Board of Education the names of students recommended by the High School Principal for graduation from High School,
4. conduct periodic, generally weekly administrative staff meetings for the purpose of discussing, coordinating and implementing administrative procedures and policies.

230.04.3 **Curriculum**

The Superintendent shall:

1. with the cooperation of the Assistant Superintendent encourage the principals to carry on a continual evaluation of their curricular programs and to search for ways and means of improving existing programs,
2. encourage the administrative staff to conduct staff and committee meetings for purposes of improving instruction,
3. be responsible for the final approval of all curriculum changes recommended by the administrative staff directly involved,
4. be responsible for the final approval of all co-curricular and athletic coaching assignments recommended by the principals directly involved.

230.04.4 **School Personnel**

The Superintendent shall:

1. be responsible for contacting the various placement bureaus to list the vacancies in the school system as reported by the principals,
2. arrange for interviews with prospective candidates after evaluating their credentials,
3. include the administrative staff in their interviews concerning personnel to fill vacancies in their respective schools,
4. after consultation with the principal involved, offer teaching contracts to those candidates judged best qualified to fit the existing vacancies, and recommend to the Board of Education for approval,
5. review with the principal involved, recommendations for dismissal of a staff member and reach a recommendation to be presented to the Board of Education. Final authority for dismissal rests with the Board of Education,
6. be responsible for the interviewing and hiring of all non-teaching personnel.

230.04.5 **School Building Program**

The Superintendent shall

1. with the assistance of the administrative staff, present to the Board of Education necessary facts and figures indicating the necessity of a building program,
2. prepare the necessary facts and figures to be presented to the electors of the School District at either the Annual Meeting or at a special meeting called for this purpose,
3. together with the principals involved, work closely with the architect during the time the drawings of the building of addition are being prepared,

4. involve specific departments in the planning areas,
5. direct the preparation of a brochure containing all of the pertinent information that interested bond buyers require for evaluation prior to bidding on the bond issue or notes involved,
6. represent the Board of Education while supervising the building program.

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March 21, 2004