

SCHOOL DISTRICT OF ALTOONA

TITLE: District Administrator; Superintendent

JOB ANALYSIS: The superintendent is the chief school administrator and the executive official for the Board of Education. He or she supervises and manages all aspects of school district operations. The superintendent may delegate responsibility for administering various segments of school district operations but will be responsible to the Board for the results produced. The superintendent is a visionary and an advancer of current best practices, cost-saving measures, and ultimately makes decisions by asking, "What is in the best interest of the students?" and "How will this affect student learning?" The superintendent establishes and maintains a respectful, globally-aware learning environment that is engaging to a student community with diverse academic, emotional and socioeconomic needs.

REPORTS TO: Board of Education

COORDINATES WITH: Board of Education, committees, all staff, municipal officers, civic and business organizations, and the media.

ATTENDS OR PARTICIPATES IN: A wide range of community activities, along with participation in appropriate educational organizations, civic events and student performances/athletic events.

SUPERVISES: Administrative staff, directly; all teachers and non-certified staff, indirectly.

PERFORMANCE RESPONSIBILITIES: As assessed by the Board of Education, the superintendent's job performance will be as follows:

Leadership and District Culture – *The administrator provides staff leadership and development, facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community. The administrator acts with integrity, fairness and in an ethical manner.*

1. Annually review and update the District's vision and mission in collaboration with staff, students, community, and the Board.
2. Meet specific and measurable annual objectives deemed appropriate by the Board of Education.
3. Collaborate with building principals to ensure the creation and follow-through of annual, building-specific goals and objectives that are aligned with, and contribute to achievement of District goal. Enable building staff to have a common, purpose-driven focus.
4. Effectively communicate, implement and maintain District policies and procedures.

5. Assume responsibility for his or her professional growth and development and remain current in best practices through membership in professional organizations/learning communities, book clubs, attendance at regional, state or national meetings, or enrollment in advanced courses.
6. Model good human relations skills and demonstrate positive, respectful interactions with all facets of the District and community.
7. Maintain open channels of communication with all students, parents and staff. Maintain a high profile of visibility; and have final authority over students in accordance with Board policy and state and/or federal law.

Curriculum Planning and Development - *The administrator manages by advocating, nurturing and sustaining a school culture and curriculum conducive to student learning and staff professional growth. The administrator has an understanding of and demonstrates competence in the teacher standards in PI 34.02.*

1. Carefully screen, select, train, transfer and/or dismiss personnel in a manner consistent with District policy that maintains top-notch, high-performing staff.
2. Commit to and foster continuous staff improvement; improvement for both system-wide and for personal development.
3. Effectively evaluate and communicate clear performance expectations to administrative staff according to District policy.
4. Collaborate with staff, empowering them to maximize their skills while holding them accountable for their performance. Provide an atmosphere that encourages research, innovation and creativity among students and staff.
5. Model for all District staff the use of data to make well-informed decisions.
6. Routinely visit schools and classrooms in order to observe the quality of the educational environment.
7. Together with staff, create a process for ongoing review of curriculum guides and courses of study.

District Operations – *The administrator ensures management of the organization, operations, finances, and resources for a safe, efficient and effective learning and work environment.*

1. Assure long-range and short-range financial planning is accomplished in a manner allowing timely and informed Board decisions.
2. Stay abreast of local, state and federal financial aids and impacts. Advise the Board on financial decisions.
3. Effectively supervise business operations, insisting on competent, efficient performance.
4. Clearly communicate and explain current school district finances to the staff and community on an ongoing basis.
5. Assure adequacy and effectiveness of facilities and equipment. Develop and/or maintain long-term facilities maintenance plans and budgets. Advise the Board on capital budgeting.

6. Prepare and/or maintain crisis and disaster plans for District with input from staff, law enforcement, and other appropriate people. Assure implementation of such plans, including practice drills.

Communication and Board Relations – *The administrator models collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. The administrator understands, responds to and interacts with the larger political, social, economic, legal and cultural context that affects schooling.*

1. Represent the District in the community. Maintain, through cooperative leadership, a program of public relations to keep the community informed about District activities, needs, and successes.
2. Keep the community informed about latest educational practices, trends, policies and problems in the schools of the District. Involve the community in developing and implementing goals.
3. Listen to the varying needs and perspectives of the community.
4. Assure completion of all district reports to the Board of Education, Department of Public Instruction, and other local, state and federal agencies.
5. Communicate openly with the Board concerning programs, practices, and problems of the District schools.
6. Prepare and submit recommendations to the Board on all matters requiring Board action. Supplement recommendations with necessary and helpful facts, information, and reports as needed for the Board to make informed decisions.
7. Provide the Board with short-range and long-range planning recommendations for the general school program and operations.
8. Interpret, with the help of legal counsel, school law and legal issues to the Board and staff, and advise the Board accordingly.

EVALUATION: Performance of this job will be evaluated at least annually in accordance with the provisions of the Board’s policy on evaluation of the administrator.

TERMS OF EMPLOYMENT: Twelve (12) month; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

General Requirements:

1. Valid State of Wisconsin Superintendent’s certification
2. Minimum of a Master’s Degree and at least four years of administrative experience, with five years teaching experience preferred