

SERIES 200: ADMINISTRATION

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SURING PUBLIC SCHOOL DISTRICT

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ADMINISTRATION GOALS AND OBJECTIVES

The District Superintendent, Principal and all other Administrators shall have the authority and responsibility necessary for his or her specific assignment. Each shall be accountable for the effectiveness with which the assignment is carried out. The board shall clearly specify requirements for the superintendent and hold him/her accountable by evaluating how well these goals are met. The Superintendent shall clearly specify goals for all other administrators and hold each accountable by evaluating them.

Major administrative goals shall be:

1. To manage the various departments, units and programs of the district effectively.
2. To provide professional advice and council to the board and to advise groups established by the board.
3. To implement the management function which will insure the best and most effective learning program and provide access to the decision making process for ideas of staff and others.

LEGAL REF.: Wisconsin Statutes Section 118.24  
APPROVED: DECEMBER 13, 1995  
REVISED: JUNE 9, 1999  
REVISED: JULY 13, 2005

SURING PUBLIC SCHOOL DISTRICT

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SUPERINTENDENT

221

Qualifications and Duties of the Superintendent (Job Description)

**JOB SUMMARY:** The Superintendent is the chief executive officer of the School District. He/She shall act in accordance with the policies, rules and regulations as established by the Board of Education and laws and administrative regulations of the State of Wisconsin.

The administration of the school district shall be delegated to the Superintendent. He/She in turn will delegate duties and authority to insure the implementation of policies of the best interest of the students in the school district.

The superintendent is responsible for the vision and mission of the District in cooperation with the Board and school community and providing experienced, strategic and positive leadership in developing and maintaining the best possible educational programs and services for all children.

**REPORTS TO:** Board of Education

**SUPERVISES:** The District Administrator has the responsibility for the direct supervision of all administrative and supervisory personnel and the maintaining of an effective supervisory program for all district employees.

RESPONSIBILITIES:

- A. Communicating and working with the Board of Education.
1. Serve as the Board's Chief Executive Officer.
  2. Interpret the needs of the school system for the Board.
  3. Make recommendations on all matters to the Board of Education.
  4. Serve as the professional advisor to the Board in the development of philosophy of the school district, annual goals and formulation of Board policies for the school system.
  5. Execute the policies adopted by the Board of Education.
  6. Make recommendations to the Board for policy revisions.
  7. Prepare agenda for all committee and Board Meetings.
  8. Prepare background information for all agenda items.
  9. Keep Board members advised of operational procedures through written communications.
  10. Communicate with Board members through Board and committee meetings.
  11. Follow up Board members' questions and concerns.
  12. Arrange for the orientation of new board members.
  13. Recommend calendar for the following year.

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### Qualifications and Duties of the Superintendent (Job Description) cont.

#### B. Working with administrative staff.

1. Coordinate the management team consisting of all administrative personnel.
2. Meet at least monthly with administrative staff.
3. Meet at least monthly with supervisory staff.
4. Communicate daily with staff for current and future operational matters.
5. Meet with administrative staff to review district goals and short and long range plans and their implementation.
6. Receive input from administrative staff and discuss all recommendations to be forwarded to the Board of Education.
7. Communicate with administrative/supervisory staff, including work site visits.
8. Read and follow up annual reports of administrative/supervisory staff.
9. Plan and participate in administrative in-service and promote team management concept.
10. Ensure that a staff supervision and evaluation program is carried out throughout the district.
11. Work with administrative staff in the employment and evaluation of personnel and make personnel recommendations to the Board of Education.
12. Evaluate personnel who report directly to him/her and review the evaluation of all other personnel of the district.
13. Oversee the development and maintenance of job descriptions.

#### C. Budget and financial management.

1. Review budget proposal of administrative/supervisory staff.
2. Meet with bookkeeper regarding budget figures and format and assist with preparation of budget document.
3. Administer budget in compliance with Board policy and state law.
4. Read and review budget and source materials for overall knowledge of planned financial resources and expenditures.
5. Prepare budget information for presentation to the Board of Education and explain budget at public hearing.
6. Establish procedures for the control of purchasing and monitor compliance with such procedures.
7. Develop specifications for bids for materials, supplies, equipment and contracted services.
8. Maintain accurate financial records for the district.

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Qualifications and Duties of the Superintendent (Job Description) cont.

D. Negotiations and implementation of the negotiated agreement.

1. Review current negotiated agreements.
2. Seek from administrative staff and consider items to include in negotiation proposals.
3. Meet with negotiation committees in development of proposal and between negotiation sessions to review negotiations.
4. Advise the Board of Education during the formulation of all contracts entered into between the Board of Education and school district.
5. Administer and interpret with the administrative staff all contracts entered into between the Board of Education and school district.
6. Approve personal and temporary absence for teaching staff.
7. Process grievances as received.

E. State and national legislation affecting schools.

1. Review pertinent proposed legislation.
2. Communicate with state and national legislators regarding proposed school legislation.
3. Get to know legislators on a first name basis.

F. Short and long range planning.

1. Help to establish both short and long range goals for the district.
2. Update and review enrollment and staffing projections.
3. Seek and review proposals for curricular revision.
4. Recommend plans for long-range maintenance programs, for renovations of the school property and for new construction.
5. Plan revisions with financial consideration through budget or bonding.
6. Submit proposals to the Board of Education.
7. Keep the Board of Education informed of the school district's progress toward achieving its goals and objectives.

G. Public relations.

1. Make personal contact with all staff members.
2. Meet with parent and community groups.
3. Serve or have a representative serve as member of the Library Board.
4. Attend professional meetings.
5. Make personal contacts with area college personnel.
6. Follow up with community and staff complaints and grievances.

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Qualifications and Duties of the Superintendent (Job Description) cont.

7. See that the following school/community activities are accomplished:
  - a. Preparation of district-wide news releases and reports.
  - b. Encouragement of school level public relations activities.
  - c. Maintenance of positive school/community relations through a cooperative effort among Board, administrators, teachers, and support staff.
8. Interpret and implement Board policies, philosophy and goals to the organizational staff and community.
9. Provide for community input and opportunities for planning and problem-solving related to the district.

H. Other.

1. Recruit, employ, hire, and transfer personnel.
2. Work with district inservice committee on the development, maintenance, and operation of a program of inservice training for all employees of the school district.
3. Have prepared for his/her approval the content of each course of study in the district curriculum, and keep the Board apprised of changes in the curriculum and seek its approval for major changes.
4. Oversee planning and evaluation of continuous curriculum review.
5. Oversee the monitoring and assessing the effectiveness of instructional programs focusing on district wide goals, student achievement progress, staff, productivity and accountability, and developing specific strategies for improvement where needed.

LEGAL REF.: Wisconsin Statutes Sections 118.24, 121.02(1)(a)  
PI 3, Wisconsin Administrative Code, 8.01(2)(a)

APPROVED: DECEMBER 13, 1995

REVISED: APRIL 8, 1998

REVISED: JUNE 9, 1999

REVISED: JULY 13, 2005

## SURING PUBLIC SCHOOL DISTRICT

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### Recruitment and Appointment of Superintendent

The Superintendent of Schools is appointed by the Board and acts as its executive officer in the administration of the policies of the board.

When an opening in the position of district superintendent occurs, the board shall recruit in an effort to fill the position with the most capable person available. The board shall consider only those candidates who meet both state and local qualifications and display the ability to successfully carry out the duties of the superintendent. The board shall inform various placement agencies of the vacancy. The board as a whole shall select and appoint the district administrator at a legally held regular or special meeting after the interview of a selected number of candidates. A majority vote of the board will be required. The superintendent's contract shall be for a term consistent with state law.

LEGAL REF.: Wisconsin Statutes Sections 118.24, 121.02(1)(a)  
CROSS REF.: 511, Equal Employment Opportunity  
APPROVED: DECEMBER 13, 1995  
REVISED: JUNE 9, 1999  
REVISED: JULY 13, 2005

SURING PUBLIC SCHOOL DISTRICT

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Administrative Contracts

The Board and district administrator shall enter into a written contract establishing rate of pay and other conditions of employment. Such contract shall be on file in the district office. The district administrator's contract shall be for a term consistent with state law.

Renewal and/or nonrenewal of the district administrator's contract shall be according to state statutes.

All applicable provisions of this policy shall also be used for other members of the administrative staff.

LEGAL REF.: Wisconsin Statutes Section 118.24  
CROSS REF.: 223.3, Termination of Administrator's Contract  
APPROVED: DECEMBER 13, 1995  
REVISED: JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

223.1

Superintendent's Compensation and Benefits

The salary of the superintendent and superintendent insurance, vacation and other benefits shall be determined at the time of his or her appointment and be part of his or her contract. All benefits shall be equal to or in excess of those granted to other staff members.

Such contract shall be on file in the district office. The contract of the superintendent shall cover a term consistent with state law. Renewal or nonrenewal of the contract of the superintendent shall be in according to state statutes.

All applicable provisions of this policy shall also be used for other members of the administrative staff.

LEGAL REF.: Wisconsin Statutes 118.24  
CROSS REF.: Employee Agreement(s)  
APPROVED: DECEMBER 13, 1995  
REVISED: JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

223.2

Development Opportunities of the Superintendent

In order that the superintendent can keep the board and staff informed of educational developments, the board will encourage the superintendent to attend conferences, seminars, workshops and other professional meetings, visit other districts, and use any other means to keep abreast of changing educational thought and practice.

LEGAL REF.: Wisconsin Statutes Section 121.02(1)(b)

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SURING PUBLIC SCHOOL DISTRICT

223.3

Termination of the Superintendent

The superintendent may be removed from this position for cause by majority vote of the full board after charges are brought by the board or any four members. Before removal at the request of the superintendent a private conference or public hearing of the charges will be held by the board.

Procedures of nonrenewal of the contract must be in accordance with state law.

LEGAL REF.: Wisconsin Statutes Section 118.24(6)(7)

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REVISED: JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

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Board-Superintendent Relations

It is agreed by authorities in the field of school administration that the development and approval of policies is the most important function of the School Board and that the execution of the policies is the function of the Superintendent. Delegation by the Board of its executive powers provides freedom for the Superintendent to manage the school within established policies. The Superintendent is held responsible by the Board results.

THE BOARD SHALL:

1. Select the Superintendent of schools and support him/her in the discharge of his/her duties.
2. Adopt policies for the operation of the school.
3. Adopt the annual budget.
4. Consider and approve all vouchers.
5. Appoint all professional personnel upon the recommendation of the Superintendent.
6. Appoint all non-professional personnel upon the recommendation of the Superintendent.
7. Determine salary schedules and other personnel policies.

THE SUPERINTENDENT SHALL:

1. Be considered the chief executive officer of the school board. All employees of the district are responsible directly or indirectly to him/her.
2. Carry out all policies adopted by the Board.
3. Prepare and submit an annual budget to the Board.
4. Have authority within the limits of major appropriations approved by the Board to approve and direct all purchases and expenditures. All non-budgeted items over \$1000 to have Board approval.
5. Recommend for approval all professional candidates for employment.
6. Recommend for approval the employment of all candidates for non-professional positions.
7. Formulate and recommend personnel policies. Be responsible for the assignment of all personnel.

SURING PUBLIC SCHOOL DISTRICT

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Board-Superintendent Relations cont.

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|--|--|
| 8. Require and consider reports of the Superintendent concerning the progress of the school.   | 8. Formulate and administer a program of supervision for the school. Duties and responsibilities may be delegated, but the Superintendent has the final responsibility for the action of subordinates. |
| 9. Require and consider reports of business transacted or pending and of the financial status of the system.                                   | 9. Prepare monthly reports on the status of the budget. Prepare an annual report on the operation of the school system and other reports as requested by the Board.                                    |
| 10. The Board shall consider the recommendations of the Superintendent for extensions or readjustments of the scope of educational activities. | 10. Provide professional leadership for the educational program of the school. Keep the Board continuously informed on the progress and conditions of the schools.                                     |
| 11. Consider recommendations for additional capital outlay and adopt plans for such improvements and determine the means for financing them.   | 11. Develop plans for maintenance improvements or expansion of buildings and site facilities needed to provide for an adequate educational program.  |
| 12. Represent the needs of the schools before the patrons of the district.   | 12. Plan means of keeping the community informed about school matters and serve as a representative of the school before the public.   |
| 13. Act as a court of final appeal for school employees and patrons in cases which may be appealed from the decision of the Superintendent.    | 13. Make decisions in line with Board policy. Appeals from such decisions may be heard and decided by the Board.   |

APPROVED:           DECEMBER 13, 1995  
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REVISED:            JULY 13, 2005

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Evaluation of Superintendent

The school board shall complete a formal evaluation of the performance of the superintendent each year. Evaluation shall be based on a form that has been cooperatively developed between the board and the superintendent. The formal evaluation of superintendent shall be based upon a trust relationship and have as its goal the professional growth and development of the superintendent. Evaluation shall be directly related to the job description and responsibilities of the position. The board, at its discretion or as requested by the district administrator, will provide a conference with the superintendent to discuss the results of the formal evaluation.

LEGAL REF.           Wisconsin Statutes 118.24, 121.02(1)(q)  
                          PI 8.01(2)(q) Wisconsin Administrative Code  
CROSS REF.:         221, Qualifications and Duties of the Superintendent (Job Description)  
APPROVED:           DECEMBER 13, 1995  
REVISED:             JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

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Consulting Activities of the Superintendent

The board may from time to time approve occasional consultative work by the superintendent, providing it does not conflict with obligations to the district.

APPROVED:           DECEMBER 13, 1995

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SUPERVISORY PERSONNEL

The administrative team shall consist of the superintendent and the principals.

APPROVED:           DECEMBER 13, 1995

REVISED:           JULY 13, 2005

SURING PUBLIC SCHOOL DISTRICT

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ADMINISTRATIVE OPERATIONS

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Plan of Administrative Organization

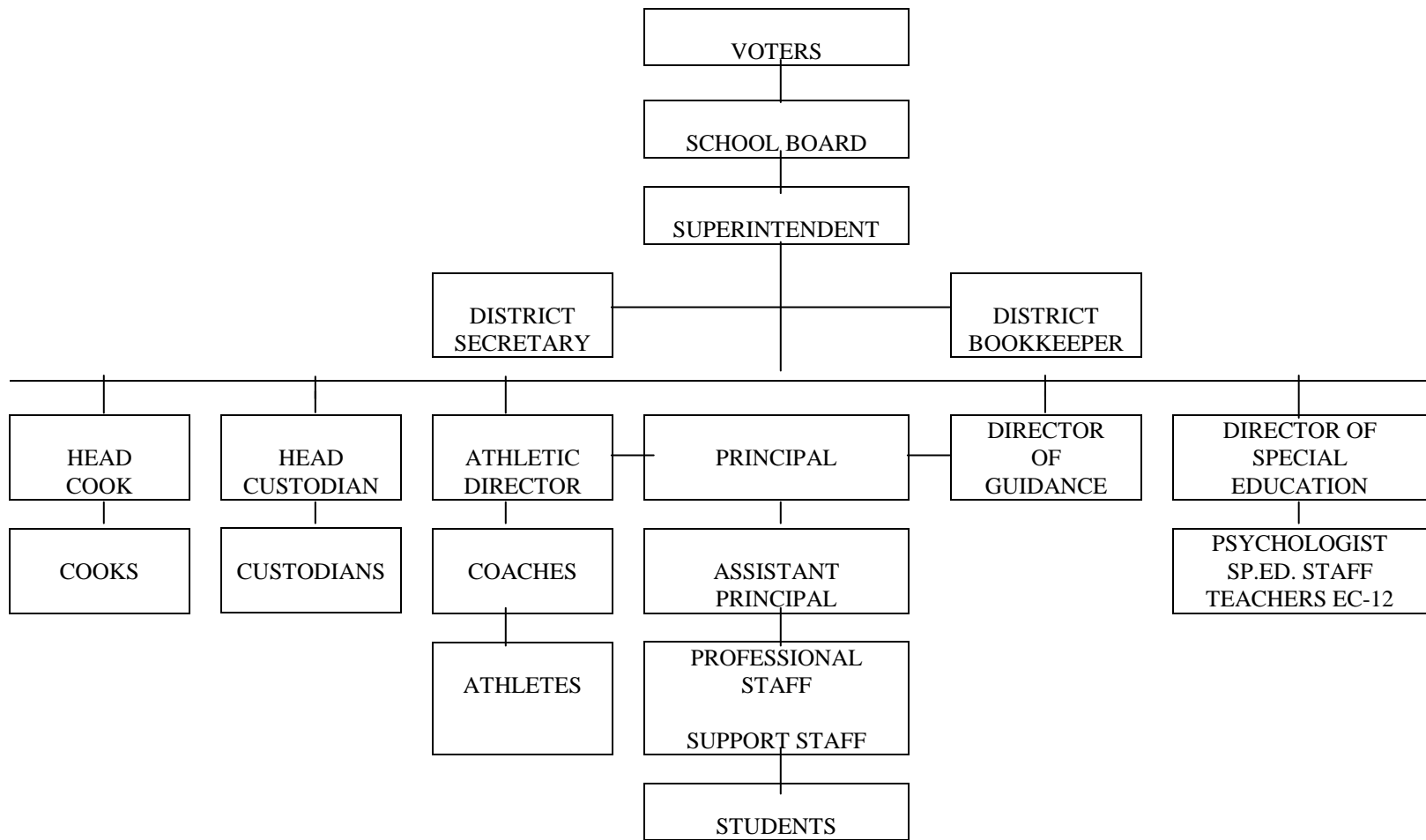
Legal authority of the board is to be transmitted through the superintendent allowing specific channels from position to position as established by the board. Lines of direct authority shall be those established by the board and shown on the chart of organization for the district. The lines represent avenues for two way flow communication to improve the operation of the school system.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

241-Exhibit

Organization Chart



REVISED: JUNE 9, 1999  
REVISED: JULY 13, 2005

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Administrative Councils and Committees

The board encourages the superintendent and the principals to create and maintain appropriate mechanisms such as councils, cabinets and committees, within the staff and with parents and community members in order to foster good communications, and to allow each to have a voice in development of policies and in the making of the decisions affecting them.

APPROVED:           DECEMBER 13, 1995

REVISED:            JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

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Policy Implementation

Policies are developed by the board and administrators' regulations are developed to implement policy or designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all board employees and students willingly carry them out. In an attempt to insure equitable and just treatment of all input for changes, revisions of or additions to existing policies or regulations, suggestions from employees and parents will be given consideration.

APPROVED:           DECEMBER 13, 1995

REVISED:           JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

243.1

Development of Administrative Rules

The board shall delegate to the superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated, whenever practical. These detailed arrangements shall constitute the administrative regulations governing the school. They shall be defined in written form and organized by subject or date with adequate indexing for easy use. Make-up and distribution will be so as to facilitate easy filing and proper use, and distribution shall include the members of the board. The administrative regulations must in every respect be consistent with the policies of the Board.

The Board itself shall strive to formulate and adopt administrative regulations when specific state laws require board adoption or when the superintendent recommends Board adoption in light of strong community attitudes or probable staff reactions.

APPROVED:           DECEMBER 13, 1995

REVISED:           JUNE 9, 1999

REVISED:           JULY 13, 2005

SURING PUBLIC SCHOOL DISTRICT

243.2

Development and Approval of Handbooks

To keep the staff informed, an administrative handbook detailing operating procedures for the district shall be developed with copies provided to all staff members.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

243.21

Elementary/Parent Student Handbook

An Elementary/Parent Student handbook will be prepared and submitted to the Board prior to the beginning of each school year. Policy changes in the handbook will be brought to the Board throughout the school year.

APPROVED:           DECEMBER 13, 1995

REVISED:           JUNE 9, 1999

SURING PUBLIC SCHOOL DISTRICT

243.22

High School/Parent Student Handbook

A High School/Parent Student handbook will be prepared and submitted to the Board prior to the beginning of each school year. Policy changes in the handbook will be brought to the Board throughout the school year.

APPROVED:           DECEMBER 13, 1995

REVISED:            JUNE 9, 1999

## SURING PUBLIC SCHOOL DISTRICT

243.23

### Faculty Handbook

Faculty handbook for Elementary teachers and a faculty handbook for High School Teachers will be prepared and updated each year. Faculty handbooks will:

1. Serve as a continuous reference which can be revised and modified .
2. Inform the teachers of essential information necessary to achieve greater uniformity and efficiency in the matter of detail.
3. Clarify relationships and responsibility.
4. Orient new staff members to the Suring Public School District.

APPROVED:           DECEMBER 13, 1995

REVISED:           JUNE 9, 1999

REVISED:           JULY 13, 2005

SURING PUBLIC SCHOOL DISTRICT

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Program Consultants

In situations where knowledge and or technical skills are needed that cannot be supplied by the regular staff, technical and consultant assistance will be considered as one alternative for providing the desired service. Services to be provided will be carefully planned consistent with budget appropriations and related budget implementation procedures. The selection of consultants and technical resources will include criteria background, professional standing in the field, and knowledge and quality of past performances related to the requirements needed for the task to be performed. All services provided in this manner will be evaluated during the process and upon completion of the assignment.

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TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The Superintendent shall make his/her whereabouts known to the central office staff at all times. If the Superintendent leaves the district, he/she shall make every effort to leave his/her itinerary with the District Secretary, who in turn shall inform others who want or need to know.

In case of a bona fide emergency, every effort will be made to notify the Superintendent. If the Superintendent is unable to be reached the responsibility and the authority to act for the district will fall to the Principal. If, for any reason the Principal cannot be reached the responsibility and authority to act on behalf of the district will fall to the Assistant Principal.

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REVISED:            JUNE 9, 1999  
REVISED:            JULY 13, 2005

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ADMINISTRATIVE REPORTS

The school board shall require reports from the Superintendent concerning conditions of efficiency and needs of the school. The board shall take steps to appraise the effectiveness with which the school is achieving the educational purposes as a school system.

APPROVED:           DECEMBER 13, 1995

REVISED:           JULY 13, 2005