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**BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT**

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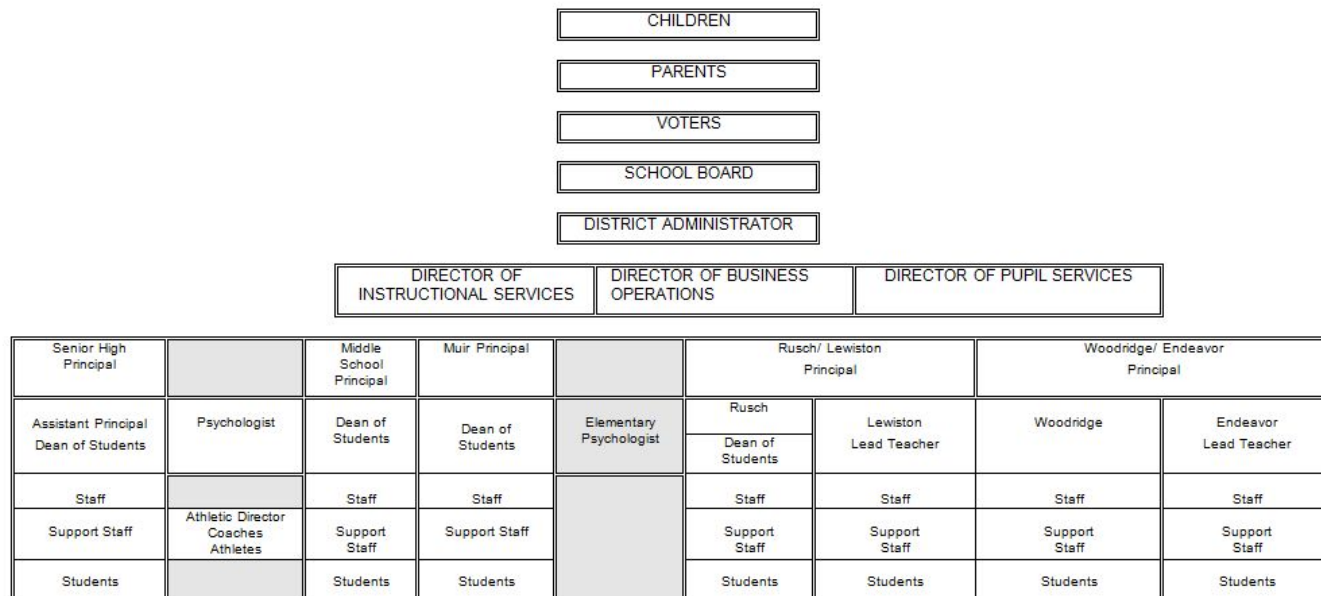
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DISTRICT ORGANIZATION



DISTRICT WIDE STAFF

Gifted & Talented Reports to: Director of Pupil Services	Director of Technology Library/Media Specialists Technology Integration Specialists Building Level Support Staff Reports to: District Administrator	Nursing Staff Reports to: Director of Pupil Services	Support Staff Reports to: Bus. Operations	School Liaison Officer Direct Supervisor: City Police Chief	Food Service Director Reports to: Business Operations	Director of Buildings and Grounds Reports to: Director of Business Operations Custodial/Maintenance report to Director of Buildings and Grounds
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NOTE: All Administrative Staff report directly to the District Administrator

All Special Ed staff report to the Director Pupil Services and their respective building principal

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ASSESSMENT OF DISTRICT GOALS

One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

Annually, the Board shall provide time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals. Evaluations or progress assessments of the District's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the District Administrator and Board during the assessment of District goals and the evaluation of the District Administrator.

This annual process of assessing/evaluating the Board, the District Administrator, staff, programs, and resources shall not be considered finished until:

District goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized.

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BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through evaluations of the District Administrator's performance as outlined in contract language. The Board, in formulating its position with regard to the performance of the District Administrator, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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EMPLOYMENT OF THE DISTRICT ADMINISTRATOR

The Board of Education vests the primary responsibility for administration of this District in the District Administrator of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of District Administrator shall be vacant, the Board shall appoint a District Administrator of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

118.24, Wis. Stats.

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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RESPONSIBILITIES OF THE DISTRICT ADMINISTRATOR

The District Administrator shall strive to achieve District goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the District.

Duties and Responsibilities

The District Administrator shall be directly responsible to the Board of Education for the performance of the following assigned duties and responsibilities:

Performance Responsibilities

A. IMPROVING EDUCATIONAL OPPORTUNITY

To review the educational opportunities provided by this district for each person and seek continual improvement by: - providing leadership to the district in developing, achieving and maintaining high educational standards, sound programs and good performance; - subscribing to and enforcing Wisconsin school law, the policies, rules and regulations of the school district; - supervising and recommending improvements in the curriculum, in cooperation with the Director of Instruction, principals and teachers; - visiting the schools and classrooms and observing the practices used in the development of the learning process; - reporting to the board periodically on the efficiency and effectiveness of the school system and preparing a written statement for the electors at the annual meeting; - collaborating with community programs and groups in meeting the diverse needs of students.

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B. OBTAINING, DEVELOPING AND IMPROVING PERSONNEL

To ensure effective and qualified instructional and non-instructional personnel by: - implementing proper recruiting and hiring procedures and presenting all contracts to the board for approval; - assuring the development, maintenance and operation of a constructive program of in-service training and education for all district employees; coordinating the work of the administrative team in the organization and operation of the district through regularly scheduled meetings; - communicating changes in Board policies to employees and explaining their implementation and effects; - evaluating the Director of Instruction, high school, middle and elementary principals, Business Administrator, and Pupil Services Director, and presenting an annual summary report to the Board; - assessing and recommending to the Board the appointment, promotion or dismissal of all employees and annually verifying all professional licensure; - maintaining open communications with support staff

C. COMMUNITY RELATIONS

To develop communications between the community and its school system by: - establishing and maintaining a program of public relations to keep the community well informed about the activities, needs and successes of the District, effecting a wholesome and cooperative working relationship among the board, administration, teachers, support staff, students and the community; - encouraging public and parental participation in all academic and non-academic pursuits of the district; - interpreting and supporting School Board philosophy, policy and priorities to the parents of our students and to the community.

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D. DIRECTING BUSINESS & FISCAL MANAGEMENT

To establish procedures for identifying, planning and satisfying needs for school finance and regular business operations of the district by: - establishing financial and operating controls adequate to safeguard the school district against misuse of funds or unnecessary operations, and to ensure fair value for all expenditures; - working with the Business Manager and other administrators to prepare, present and administer an annual budget consistent with the district's long range plan; - projecting short and long range plans to the Board that include current and projected school enrollment, staff ratios, facility needs, equalized valuations of the district, tax rates, state aid and any other financial impacts of the school district; - providing the Board with current information regarding any changes in the financial condition of the school system; acting as official custodian of records and ensuring compliance with open records laws; - performing the statutory duties assigned to the Clerk of the Board and being authorized to act as deputy clerk for election purposes.

E. BOARD-ADMINISTRATION RELATIONS

To enhance school board performance by: - promoting an atmosphere of mutual respect among the superintendent, administrators and School Board; - acting as Executive Administrator of the Board; - providing orientation for new Board members and continuing education opportunities for all Board members; - informing the Board and administration of state requirements, legislation and pending issues which affect the schools; - notifying all members of the Board and school personnel about regular and special meetings and providing an agenda, planned with the Board President, and related information to Board members prior to all meetings; - notifying the public of all meetings in accordance with the Open Meeting Laws; - overseeing contract negotiations and contract administration; - performing such other duties as may from time to time be assigned by the Board.

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F. PROVIDING AND MAINTAINING FACILITIES AND NON-INSTRUCTIONAL SERVICES

Work with the Business Administrator and Buildings & Grounds Supervisor to develop procedures for satisfying the needs for facilities, transportation, school lunch and other non-instructional services by: - studying and planning for site and building needs for the school district and presenting such plans or evaluation to the Board; - seeking proposals for improving building maintenance and operation and carrying out an inspection of each facility on an annual basis; - projecting a financial plan for satisfying building and site needs that is included in the annual budget or in a bonding proposal; - working with any architect or other specialist employed by the School Board; - authorizing the closing of school when inclement weather or other conditions make transportation and safety of pupils and staff hazardous; - seeking to improve the quality and efficiency of school lunch and transportation programs and other support services.

G. GOAL SETTING

To be actively involved with the district's goal development by: - preparing personal and professional goals annually for the purpose of direction and evaluation and submitting them to the Board; - participating in the development of the strategic plan and implementation of strategies; - reporting the progress toward meeting individual, building and the strategic plan goals to the School Board on at least an annual basis.

118.24, 120.13(1)(b), Wis. Stats

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JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

All other job descriptions shall be approved by the District Administrator and will be maintained in the Gerstenkorn Administration Building.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

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Each job description shall include the requirement that the staff member serve as a positive role model for students in how to conduct themselves as citizens.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.

During the revision of a job description, the District Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

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NEW POLICY - VOL. 25, NO. 1

DISTRICT ADMINISTRATOR JOB DESCRIPTION

Title: District Administrator

Reports To: Portage Community School District Board of Education

Supervises:

Directly: All District office administrators and all principals

Indirectly: All employees of the Portage Community School District School District

District Administrator Job Function:

The District Administrator serves as the chief executive officer and administrative official of the Board and is directly responsible to it for providing overall leadership and direction for the District's public schools in accordance with School District philosophy, objectives, and policies and in accordance with State and Federal laws and regulations.

The District Administrator may delegate responsibility and authority for the operation of the various School District functions to District employees. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the District, including evaluation, planning, reporting, personnel, coordination, and following all Board policies.

Essential Functions:

- A. The District Administrator creates, monitors, and facilitates the process of strategic improvement, and seeks to ensure the District's mission, vision and goals are fulfilled in a manner that all students are prepared to be career and college ready and globally competitive.
- B. The District Administrator serves as the District's instructional leader and fosters the success of all students by leading the creation, implementation and review of instructional systems that promote high student achievement and professional development and growth for staff.

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- C. The District Administrator fosters the success of all students by implementing effective and collaborative human resources systems resulting in a student-centered, diverse, high-performing staff.
- D. The District Administrator fosters the well-being and success of all staff and students through continuous improvement process for effective operations and resource management.
- E. The District Administrator fosters the success of all students by communicating, collaborating, and connecting effectively with the Board, staff, families, community and other stakeholders.
- F. The District Administrator fosters the success of all students and staff by modeling professional and ethical behavior, engaging in continuous professional growth, and contributing to the profession.

Duties and Responsibilities:

- A. Strategic Leadership
 - 1. Works with the Board to develop and recommend policies that define organization expectation, and effectively communicates these to all stakeholders.
 - 2. Promotes a climate of respect, trust, innovation, and professionalism with Board, staff, students and community.
 - 3. Provides leadership to promote effective District change and support continuous improvement.
 - 4. Works collaboratively with Board and stakeholders to identify needs, determine priorities, and implement practices that result in continuous improvement.
 - 5. Keeps the Board informed of current and future needs and issues affecting the District and works collaboratively to resolve them.
 - 6. Fosters external partnerships to build targeted opportunities around identified student/District needs.
 - 7. Promotes Board development and improvement.

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B. Instructional Leadership

1. Ensures rigorous standards-based curriculum with units of instruction consisting of well-structured lessons with measureable outcomes.
2. Guarantees high expectations, student engagement, personalization to accommodate diverse learners and integration of appropriate technology to maximize student learning.
3. Facilitates the implementation of a balanced assessment system including use of formal and informal assessments to measure student growth and understanding.
4. Creates and sustains a District culture with expectation that support effective, data-based decision making and uses multiple sources of evidence to drive school and District goals, improve organizational performance, educator effectiveness, and student learning.
5. Develops and nurtures a culture of continuous learning and professional development and growth in which staff members are reflective about their strategies and use data and various methods to analyze and adapt practices that achieve improved results.
6. Ensures that the District curriculum, instruction, and assessment program are designed to provide full access and opportunity for all students.

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C. Human Resources Leadership

1. Allocates resources for staff to achieve the District's goals.
2. Ensures consistent processes for the recruitment, employment, induction, and mentoring of employees resulting in the retention of high-performing and diverse personnel.
3. Provides the vision and direction for positive employee relationships.
4. Ensures structure and support for effective conflict resolution.
5. Ensures all employees are evaluated in an effective manner resulting in improved performance.
6. Ensures results-oriented professional development that is aligned with District goals and staff needs.
7. Maximizes human resources based on the strengths of employees, thereby empowering them to seek leadership opportunities.

D. Operations and Resource Management

1. Anticipates and responds to current, emerging, and future needs in a timely manner.
2. Ensures an orderly, safe, and positive environment conducive to teaching and learning through research-based strategies and best practices.
3. Demonstrates fiscal responsibility by acquiring, allocating, and managing human, material, and financial resources.
4. Collaborates and develops internal and external partnerships to enhance operations and resource management.

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5. Ensures efficiencies in the operation and management of resources through the acquisition and effective use of technology.
 6. Integrates and aligns processes and resources for the effective day-to-day ongoing operations of the organization.
- E. Communications and Community Relationships
1. Demonstrates and fosters an atmosphere of trust and mutual respect.
 2. Promotes and maintains effective communication between and among Board members, staff, and the community.
 3. Brings groups together with different interests and works collaboratively in response to challenges.
 4. Advocates for sound educational policy.
 5. Works collaboratively with all stakeholders to build community support and secure resources.
 6. Demonstrates and adapts the skills necessary to build community support for District goals and priorities.
 7. Models and promotes the appreciation and acceptance of diversity in the community.
 8. Demonstrates governance leadership by supporting the Board (e.g., meetings, workshops, committees, etc.).

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F. Professionalism

1. Adheres to legal, moral, and ethical standards and demonstrates personal integrity in all interactions.
2. Assumes responsibility for personal actions and responds appropriately to the actions of others.
3. Models collegial and collaborative approaches with staff and community to advance the mission, vision, and goals of the District.
4. Participates in a meaningful and continuous process of professional development that results in student growth.
5. Provides services to the profession and community through engagement and partnerships.
6. Demonstrates expertise in supporting the development of leadership capacity across the organization.
7. Actively seeks opportunities to network, share knowledge, and stay abreast of the latest research to promote organizational effectiveness and efficiency.