

**DISTRICT ADMINISTRATOR JOB DESCRIPTION**

**POSITION TITLE:** District Administrator

**QUALIFICATIONS:** Department of Public Instruction licensure as a District Administrator

**POSITION REQUIREMENT:** Reports to the Board of Education

**POSITION OBJECTIVE:** The District Administrator, as executive officer of the Board, is directly responsible to the Board for the execution of its policies, rules and regulations. He/she is responsible for keeping the Board informed about major matters of school concern and for advising the Board on formation of policy, rules and regulations.

**POSITION RESPONSIBILITIES:**

1. Communications with the Board
2. Supervision and evaluation of principals and other administrators.
3. Supervision and evaluation of the Nonprofessional Staff Department Heads
4. Budget preparation.
5. Oversees requisition and purchasing procedures
6. Recommends buildings and grounds work
7. Project Circuit supervision
8. Grant writing
9. Negotiations
10. Contract administration with both represented and non-represented employees
11. Interviewing personnel and recommendation for employment or dismissal
12. Inservice preparation and coordination
13. Assist with curriculum improvements or revisions
14. E.S.S.A. Coordinator
15. Be the spokesperson of the District in all official District communications to the media.

**SPECIFIC DUTIES:** Duties associated with the position, will include, but are not limited to the following.

1. Prepare regular Board Meeting agenda in consultation with Board president.
2. Prepare Annual Meeting agenda and supporting documents.
3. Create, revise, update, and review Board policy.
4. Create, revise, update, and review Job Descriptions of administration, instructional staff, and support staff.
5. Approve line item budget to present at Annual meeting and verify all financial reports to the DPI are accurate and submitted.
6. Verify all DPI mandated reports to the DPI are accurate and submitted.
7. Cooperate and assign resources for any state or federal audit.
8. Oversee procedures to request and accept bids for equipment and services. Has final approval on all purchases.
9. Creates, edits, and reviews all contracts and handbooks for personnel and services.
10. Contacts legal services or designates another administrator to contact legal services in all instances that legal advice/services is needed.
11. Administers discipline of personnel in accordance with all Board policies and Board approved handbooks.
12. Creates master calendar for School Board Approval.
13. Assists in creation and gives final approval of master schedule of all schools in the District.
14. Serve as Editorial Administrator of the District Newsletter.
15. Other duties as assigned by the Board of Education.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **LANGUAGE SKILLS:** Ability to read and interpret documents such as contracts, legal briefs, and instructional proposals. Ability to write reports and proposals in an effective and professional fashion. Ability to speak effectively before groups of employees, organizations, and constituents.
2. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to understand algebra and equations related to computations in spreadsheets specific to school finance and budgeting.
3. **REASONING ABILITY:** Ability to apply common sense understanding to

carry out duties of position that may be furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete and abstract variables in complex situations. Ability to apply logic to available facts and evidence to objectively make consistent judgements a decisions.

4. **OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer as well as competence in use of organizational and communication technology. Ability to effectively operate a wide range of computer software programs including but not limited to the Microsoft Office Suite (Word, PowerPoint, Excel, Google Drive Suite) along with Student Information software, specifically Infinite Campus. Ability to develop effective working relationships with state and federal agencies, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Capable of completing district wide duties without immediate supervision.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and talk or actively listen. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The noise level in the work environment is occasionally loud. Both chemical and food odors are common in this work environment. The employee continuously interacts with the public, district staff and frequently meets multiple demands from several people. The office area also often has multiple pieces of equipment in use simultaneously (shredders, copiers, etc). The employee is expected to complete numerous activities and functions in the office environment.

The Board will evaluate on an annual basis, in the month of December.

Reviewed and updated: October 28, 1996; October 27, 1997; October 26, 1998

Reaffirmed October 25, 1999

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Reaffirmed October 30, 2001

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Reaffirmed annually from October 27, 2003 to October 5, 2011

Revised: March 12, 2018