

SCHOOL DISTRICT OF MAYVILLE

231

JOB DESCRIPTION: Superintendent of Schools

The superintendent of schools is the chief administrative officer of the school district and is the professional advisor of the school board and accountable directly to the board.

The superintendent is responsible for guiding and directing all operations and activities of the school system and for informing the board of the needs relating to current and future operations of the district. The superintendent shall recommend policies to the board and when adopted by the board shall be responsible for implementing, interpreting, and executing these policies.

The superintendent shall be licensed as a school district administrator by the State of Wisconsin. He/she shall be appointed to a fixed term of office of not more than two (2) years, and at a salary established by the board. In addition, he/she shall receive a fixed amount to be set annually to cover local expenses and transportation costs and a mileage and other necessary expense allowance on required trips outside the county. The superintendent's contract provides for 12 months employment per year, with a vacation as agreed to.

SPECIFIC FUNCTIONS AND RESPONSIBILITIES

1. Provides leadership for the district's educational programs, staff development programs, and curriculum development to provide the best learning environment for the students.
2. Informs and advises the board about programs, practices, and problems of the schools and keeps the board informed of the activities operating under the board's authority.
3. Defines educational needs of the district to the school board, recommending need for new or revised policies and staffing recommendations for board decisions.
4. Acts as liaison between the community and the school district and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices to keep them informed and involved with the school activities.
5. Oversees all financial operations of the district and prepares, presents, and recommends the various budgets to the school board.
6. Interprets staff proposals to the board and recommends adjustments of employee policies and salary structures.
7. Institutes and updates a comprehensive planning process, including short-term and long-term planning, district goals, and instructional goals.

- 8. Establishes and maintains good relationships with agencies and personnel outside the district in order to promote the best interest of the district through contact with legislators and superintendents, local governmental leaders, etc.
- 9. Maintains and improves effective board/superintendent relations by periodically reviewing and upgrading performance through joint seminars and training sessions.
- 10. Is ultimately accountable for all aspects of school district operation.

APPROVED: April 21, 1997

ADOPTED: May 19, 1997

REVIEWED:

REVISED:

Signatures of School Board Members:

_____	_____
_____	_____
_____	_____
_____	_____