



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** District Administrator
- CLASSIFICATION:** Administration
- JOB OBJECTIVE:** Direct the District's entire educational, financial, and administrative operations, in accordance with Wisconsin State Statute Sec. 118.24 (1, 2). Manage the professional work of the schools and the promotion of students. Lead the District in planning, organizing and directing of schools, staff, facilities, services and programs in order to ensure continual attainment of the District's Mission Statement.
- REPORTS TO:** Board of Education
- QUALIFICATIONS:** Current Wisconsin Department of Public Instruction Superintendent License. Masters degree in Educational Leadership or related field. Ability to positively represent the Board and District as an active member of the Monroe community. Technology and social media skills appropriate to a managerial position.
- ESSENTIAL DUTIES:**
- Manage the District within the written parameters and authorities established by the Board
  - Develop and implement long-range planning and vision for District operations within available finances
  - Recruit, manage and maintain a quality administrative and professional staff, ensuring attainment of Board and District objectives
  - Generate and manage an annual District operations budget. Develop and monitor five- and ten-year projected budgets
  - Provide the Board with periodic data and reports sufficient to adequately monitor overall District performance
  - Ensure the District maintains adequate building facilities to meet District goals and objectives.
  - Provide recommendations to the Board for expenditure of funds for maintenance, construction, and purchases of facilities

- Provide oversight in the employment, supervision, and evaluation of all District staff
- Ensure a progressive and positive employment environment conducive to a quality staff
- Maintain a current awareness of ongoing issues with staff, parents, and students
- Represent and advocate for the District in all activities with public stakeholders, including taxpayers, parents, vendors and elected representatives
- Ensure the District complies with all federal and state laws, rules, and regulations

**ADDITIONAL DUTIES:**

- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:      May, 2020