

**JOB DESCRIPTION**  
**SUPERINTENDENT OF SCHOOLS**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORT TO:** School Board of Education.

**QUALIFICATIONS:**

1. Possess a school administrator's certificate issued by the Department of Public Instruction of the State of Wisconsin.
2. Have had at least five years of successful experience in public schools, preferably teaching, serving as a principal or supervisor, superintendent, or assistant.
3. Have established himself/herself as an educational leader in the profession.
4. Possess a master's degree or higher from an accredited college or university with a strong emphasis on curriculum, personnel, and business administration.

**GOALS:** To provide leadership in developing, achieving, and maintaining quality education programs and services for the School District of Pittsville.

**DUTIES AND RESPONSIBILITIES:** In addition to the powers and duties of the Superintendent of Schools as stated in Chapter 118.24 of the Wisconsin Statutes, the Board assigns the following powers and responsibilities to that officer:

1. Official Duty of Board Clerk Delegated to the Superintendent.
  - a) Post and publicize the announcements of all Regular and Special Board and District meetings and Board committee meetings in accordance with Board and legal policy.
  - b) Supervise School Board elections, primary and regular, and the conducting of referendums in accordance with state regulations.
  - c) Act as custodian of all security documents, title papers, books of records, and other papers belonging to the Board. Establish and maintain accurate time, vacation time, sick leave, and compensation records of all employees of the School District of Pittsville, both certificated and uncertificated.
2. Official Duty of Board Treasurer Delegated to Superintendent.
  - a) Certify the correctness of all tuition bills, state and county aids, and other funds due to the School District.
3. School Board Meetings.
  - a) Prepare an agenda in conjunction with the Board President for each meeting of the Board in accordance with Board and legal policy.
  - b) Attend and participate in meetings of the Board of Education except when his/her position, salary, or tenure may be under consideration, and when requested, attend and participate in its committee meetings.
  - c) Review and update for presentation to the Board the policy manual on a regular basis not to exceed three years.
  - d) Assist the Board in reaching sound decisions, establishing policies, and acting on those matters required by state or federal laws or regulations or Board policies. He/she shall place before the Board any necessary and helpful facts, comparisons, investigations, information, and reports and make available to the Board, the professional advice of those persons who he/she or the Board President believes to be qualified to provide such advice when the Board is deliberating special or technical matters which do not entail legal questions.
4. Overall.
  - a) Administer the schools in conformity with the adopted policies of the Board and the rules and regulations of the Department of Public Instruction and in accordance with the state laws and the Constitution of the United States.

- b) Decide all matters of administrative detail for which no specific provision has been made in state or federal laws or regulations or by the Board.
- c) Direct the District in meeting all legal requirements and make appropriate use of legal advice from legal counsel in accordance with Board policy.
- d) Attend professional meetings as required by state law and other meetings that are believed to be beneficial to the welfare of the District.
- e) Act in the best interest of the District if emergency action is necessary in any matter not covered by Board policy, report such action to the Board as soon as is practicable and recommend policy in order to provide guidance in the future if believed necessary.
- f) Attend or delegate to a representative to attend all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
- g) Attend education meetings including an annual convention called by the State Superintendent, visit and study the condition of other school systems, their plans of organization, modes of government, methods of instruction, and such other matters that may enable the Superintendent to keep the Board of Education informed of progressive movements in education.
- h) Be responsible for determining emergency school closing and notifying the appropriate public outlets.
- i) Maintain adequate records for the schools including the system of financial accounts, business and property records, personnel, school population, and scholastic records in accordance with state law and Board policy.
- j) Perform such other duties as the Board of Education may determine necessary and reasonable in relationship to other duties outlined in other segments of this job description.
- k) Delegate at own discretion to other employees of the District, the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

5. Financial.

- a) Prepare and submit to the Board, the annual school budget for the ensuing fiscal year for the Board's consideration and action in accordance with Board policy.
- b) Supervise the annual District audit.
- c) Implement the Board-approved budget and recommend to the Board the transfer of one budget item to another as conditions may require in carrying out that budget.
- d) Be in a position to report on the financial status of the School District upon request.

6. Buildings, Grounds, Property.

- a) As frequently as practicable and upon the request of the Board, submit written verbal reports on the general condition of the schools, the work of departments, measures of progress, and the administration of the Board's policies.
- b) Oversee the maintenance of the calendar and record of school, community, educational use of the school building and fields, and any problems relating to such.
- c) Serve in a supervisory capacity and execute final approval for buildings and grounds in regard to purchases, duties, and recommendations for personnel.
- d) Supervise and direct the work of architects, acting as liaison between the Board and project.
- e) Review the buildings on a monthly basis. Report any safety problems.

7. Curriculum.

- a) Work with other administrators and staff for a district-wide curriculum plan; be responsible for its continual updating and presentation of curricular items to the Board on a regular basis.
- b) Work with other administrators and staff to determine graduation requirements. Complete preliminary screening for any new course offerings. Summarize any new course offerings in stated goals and objectives.

- c) Assist in estimating the start-up budget for new courses. Help with an estimate of maintaining the course during the next two years.
  - d) Work with staff on promotion and retention policies and actions.
  - e) Cause to be prepared, the annual inventory of all equipment, textbooks, software, and other non consumables.
  - f) Care for the District's instructional materials in accordance with Board policy.
8. Planning.
- a) Formulate school objectives, policies, plans, and programs and prepare or cause to be prepared and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.
  - b) Develop long-range plans for the future growth of the District and submit an annual updated copy to the Board.
  - c) Conducts continuous evaluation of the progress and the needs of the school and keeps the public and Board of Education informed.
9. Public Relations.
- a) Represent the schools before the public and maintain through cooperative leadership, both within and outside the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
  - b) Display professionalism in all dealings with the Board and stakeholders.
  - c) Prepare public information releases.
  - d) Assist others who are willing to compose and release news releases.
  - e) Oversee the organization and publication of parent-teacher conferences to obtain maximum parental participation.
10. Receipts and Expenditures.
- a) Audit, check, and approve all bills, payrolls, and claims against the District before presenting them to the Board for approval.
  - b) Approve and direct purchases and expenditures within the limits of the budget approved by the Board in accordance with state laws and Board policy.
  - c) Order and authorize to be ordered such books, supplies, apparatus, and equipment as are needed in the conduct of the schools, subject to the approval of the Board of Education.
  - d) Include quality, service, and educational fitness as well as the price quoted in making purchases.
  - e) Coordinate and supervise all purchasing for the school system. Validate by signature all purchase orders.
  - f) Expenditures not provided for in the approved budget must have the approval of the Board of Education, except in cases of emergency. In such cases, the expenditure is not to exceed \$5,000.00 and it must be approved by the Board.
  - g) In conjunction with the business manager, submit a written report to the Board of all revenues and expenditures of school funds on a monthly basis.
11. Staff.
- a) Recommend for Board approval, all full-time non-professional and professional employees and assign or alter the assignment of, transfer, or recommend for promotion or dismissal all employees of the District as necessary. He/she will have the authority to employ for brief periods on a temporary basis, such employees as are necessary for the continued efficient operation of the schools.
  - b) Prepare and present to the Board of Education for approval the job description of all administrative staff. All job descriptions will be reviewed at intervals of no more than three years or whenever the job is vacated.
  - c) Verify annually that every certificated staff position is occupied by personnel possessing a valid license issued by the proper certifying agency.
  - d) Conduct meetings with teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
  - d) Serve as the administrative representative on the professional development committee. Attend and evaluate professional development activities.

- e) At the direction of the Board, serve as a resource person for the Board negotiation committees.
- f) Prepare and plan for the resolution of issues addressed in any negotiated agreement.
- g) Evaluate performance of administrative staff in relationship to Board policies, administrative rules, and duties in job description.
- h) Review with the administrative team, the evaluations of all professional staff and support staff and recommend all contract renewals to the Board of Education.

12. State Mandates.

- a) Supervise the preparation of all federal and state project applications.
- b) Direct the District's non-discriminatory efforts and act as the official responsible for compliance with the provisions of federal and state legislative acts pertaining to discriminatory issues.

13. Students.

- a) Recommend to the Board for final approval, the necessary rules and regulations of student conduct and attendance.
- b) Oversee the staff and administration to maximize student opportunities in scheduling.
- c) Review the student handbook annually and work with guidance and principals to update the student handbook as necessary. Refer to the Board by the first meeting in May, any updates suggested with recommendations. Be responsible for the overall enforcement of student handbook statements.
- d) Delegate responsibility for the conduct and discipline of students, including suspension from school. The District Administrator shall hear all requests for expulsions and make a recommendation to the School Board regarding expulsions.
- e) Supervise the transportation of the students and see that such service is conducted in accordance with state statutes and Board policies.
- f) Submit to the Board each year (using dates of official count), enrollments of each grade in each school and the estimated enrollments for the ensuing year.

14. Appointment and Contract.

- a) The Superintendent of Schools shall be employed by the entire Board of Education by majority vote.
- b) Renewal/nonrenewal of the contract shall be in accordance with Wisconsin State Statutes 118.24(6-7) and contract obligations.
- c) The Superintendent's salary shall be determined annually in accordance with state law.

15. Evaluation.

- a) Evaluation of the performance of this position will be by the Board of Education.

***Approved by the Board of Education May 8, 2023.***