



## Policy Manual Index Series 200 – Administration

220	DISTRICT ADMINISTRATOR
221	RECRUITMENT OF DISTRICT ADMINISTRATOR
222	ADMINISTRATOR CONTRACT
223	ADMINISTRATOR DEVELOPMENT OPPORTUNITIES
224	BOARD – ADMINISTRATOR RELATIONS
225	EVALUATION OF DISTRICT ADMINISTRATOR
230	ADMINISTRATIVE TEAM/COUNCILS, CABINETS, AND COMMITTEES
251	ORGANIZATION FOR ADMINISTRATIVE PURPOSES
253	RULES AND POLICY IMPLEMENTATION
253.2	DEVELOPMENT OF HANDBOOKS
254	JOB DESCRIPTIONS
260	TEMPORARY ADMINISTRATIVE ARRANGEMENTS



WASB CODE: 220

## **DISTRICT ADMINISTRATOR**

The district administrator shall be the chief executive officer of the Board in the administration of the Pecatonica Area School District. The district administrator shall be responsible for the efficient operation of the school district as mandated by the Wisconsin statutes. The district administrator shall be held accountable for those duties and responsibilities detailed in the approved position description.

LEGAL REF.: Sections 115.001(8) Wisconsin Statutes  
119.32

PI 8.01(2)(q) Wisconsin Administrative Code

CROSS REF.: 225 Evaluation of District Administrator  
253 Rules and Policy Implementation  
District Administrator Job Description

APPROVED: January 19, 1987

REVISED: December 16, 1991  
October 19, 2009





**WASB CODE: 222**

## **DISTRICT ADMINISTRATOR'S CONTRACT**

The Board of Education and district administrator shall enter into a written contract establishing rate of pay and other conditions of employment. Such contract shall be reviewed in February of each year and filed in the district office. The district administrator's contract shall cover a term consistent with legal requirements.

All fringe benefits available to the teaching personnel shall be available to the district administrator. The district administrator shall be allowed a total of 20 days vacation per year (prorated if part-time), to be taken during the time school is not in session unless exception is granted by the Board of Education.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.:

213 – RULE – Guidelines for Resignation or Release of District Administrator

APPROVED: January 19, 1987

REVISED: December 16, 1991  
October 19, 2009



**WASB CODE: 223**

## **DISTRICT ADMINISTRATOR DEVELOPMENT OPPORTUNITIES**

The Board of Education feels that professional growth is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages the district administrator to attend educational meetings, conferences, workshops, and classes in order to become aware of changes in education that may affect school district policies and programs. The district administrator shall be reimbursed for such attendance when approved by the Board and in line with budgetary limitations.

Membership in professional, administrative, and curricular organizations relating to the duties and responsibilities of the district administrator shall be provided by the District.

LEGAL REF.: Section 118.24 Wisconsin Statutes  
121.02(1)(b)  
PI-8.01(2)(b) Wisconsin Administrative Code PI-34

CROSS REF.: 671.2 – Expense Reimbursements

APPROVED: January 19, 1987  
REVISED: October 19, 2009



**WASB CODE: 224**

## **BOARD/DISTRICT ADMINISTRATOR RELATIONS**

The Board of Education believes that policymaking is one of its most important functions and that the implementation of policy is a function of the district administrator. The Board delegates executive powers to the district administrator so that he/she may manage the school within the Board's polices, thus permitting the Board to devote its time to policymaking and evaluation.

The Board shall hold the district administrator responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

Members of the Board cannot act for the Board on any matters unless officially delegated by the Board with authority to do so. Members shall refrain from involving themselves in administrative matters and from asking the district administrator for personal considerations. Board members shall refer all non- action matters and criticisms to the district administrator.

The district administrator may delegate responsibilities and the authority necessary for the operation of the schools to other designated officials who are serving the district in an administrative capacity.

LEGAL REF.:	Section	118.24	Wisconsin Statutes
		120.12	
		120.13	

CROSS REF.:	150 – School Board Powers and Duties
	151 – Board Policy Development
	161 – Board Member Authority
	225 – Evaluation of District Administrator
	253 - Rules and Policy Implementation
	District Administrator Job Description

APPROVED:	January 19, 1987
-----------	------------------

REVISED:	October 19, 2009
----------	------------------



**WASB CODE: 225**

## **EVALUATION OF DISTRICT ADMINISTRATOR**

An evaluation of the district administrator shall be conducted annually in accordance with state law and district procedures. The evaluation shall be based on the district administrator's duties and responsibilities as outlined in the job description and such annual performance objectives in meeting the district goals as are agreed to by the Board and district administrator. Specific evaluation procedures shall be established.

The Board shall provide the district administrator with a written copy of the evaluation by the third Monday of January of each year. There will be a complete and frank discussion of all items on the evaluation to enable the district administrator to have a thorough understanding of the evaluation's conclusions.

LEGAL REF.:           Section 121.02(1)(q) Wisconsin Statutes  
                              PI-8.01(2)(q)           Wisconsin Administrative Code

CROSS REF.:           150 – School Board Powers and Duties  
                              222 – District Administrator's Contract  
                              District Administrator Job Description

APPROVED:            January 19, 1987

REVISED:             December 16, 1991  
                              October 19, 2009



**WASB CODE: 230**

## **ADMINISTRATIVE TEAM AND COMMITTEES**

The district administrator may create committees for the purpose of developing school programs, implementing Board policies or for whatever other purpose the district administrator or Board deems necessary.

All committees created by the district administrator are advisory in nature and shall include in writing the following elements: A written statement of purpose, a listing of membership, and a method of reporting.

LEGAL REF.:           Sections       118.24                   Wisconsin Statutes  
  120.44

CROSS REF.:         150 – Board Powers and Duties

APPROVED:         August 21, 1989

REVISED:           December 16, 1991  
                          October 19, 2009







**WASB CODE: 253**

## **RULES AND POLICY IMPLEMENTATION**

The Board shall delegate to the district administrator the function of specifying required actions and designing the detailed arrangements under which the schools shall operate. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. The administrative regulations must, in every respect, be consistent with Board policies and state and federal laws and regulations.

Policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective school system. Consequently, it is assumed that Board employees and students will carry out the policies and regulations.

In an attempt to insure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from staff members or by any citizen or group of citizens in the District.

Members of the administrative staff shall be responsible for informing the students and staff of applicable policies and regulations, and for seeing that they are implemented.

District policies and regulations are available upon public request.

**CROSS REF.:** Policy 150 – School Board Powers and Duties  
151 – Board Policy Development  
210 – District Administrator  
213 – Board – Administrator Relations  
253.2 –Development of Handbooks  
Administrative Staff Job Descriptions  
Current Handbooks

**APPROVED:** January 19, 1987

**REVISED:** December 16, 1991  
October 19, 2009



**WASB CODE: 253.2**

## **DEVELOPMENT OF HANDBOOKS**

Students and teacher handbooks shall be developed annually to serve as base for notice and enforcement of school expectations and rules. Handbooks shall be used to ensure that all parents, students, and staff are cognizant of the rules used to govern the schools.

The building principals shall develop school district handbooks consistent with Board policy, established procedures and applicable state and federal laws and regulations. The building principal, with the recommendations of students and staff, will annually review and revise handbooks as needed.

Copies of school district handbooks shall be distributed at the beginning of each school year to students and staff.

APPROVED: January 19, 1987

REVISED: January 15, 2007  
October 19, 2009



**WASB CODE: 554**

## **JOB DESCRIPTIONS**

The District Administrator shall oversee the development and maintenance of written job descriptions for all employee classifications in the District.

Each job description shall identify required qualifications and include the essential functions (primary tasks) of the job. Job related activities are developed with the input of appropriate staff members in each educational area.

Job descriptions for professional staff, including administrators, shall be adopted by the Board in accordance with state legal requirements. Other staff job descriptions shall be approved by the Board upon recommendation of the District Administrator.

Job descriptions shall be on file in the District Office. All job descriptions shall be reviewed and updated under the supervision of the District Administrator, except that the job description for the District Administrator shall be reviewed and updated by the Board.

LEGAL REF.:           Sections        19.85           Wisconsin Statutes  
  19.86

CROSS REF.:         185     Board Committees  
  Employee Contracts/Handbook

APPROVED:           11-18-2013



**WASB CODE: 260**

## **TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

In any organization it is important that the responsibility for decision making be clearly established in the event of absence of the assigned administrator,

### District Level

When the District Administrator is absent from the District, he/she shall designate who shall serve as acting administrator. If the District Administrator does not name an acting administrator, then the Jr./Sr. High School Principal shall serve in the capacity until the District Administrator returns. If the Jr./Sr.

High School Principal is also absent from the District the Assistant Jr./Sr. High School Principal shall serve as acting Administrator. In the event of a vacancy in the position or the incapacitation of the District Administrator, the responsibility for the temporary appointment of the interim District Administrator rest with the Board.

### Building Level

Each principal shall designate and report to the District Administrator the name of the staff member who will be in charge of the building when the principal is absent. As second staff member shall be chosen to be in charge in case of absence of the designated staff member.

APPROVED:            January 19, 1987

REVISED:            December 16, 1991  
                              October 19, 2009