



**JOB DESCRIPTION**

<b>Job Title</b>	Executive Director of Administration
<b>Department</b>	Administration
<b>Reports To</b>	Superintendent of Schools
<b>Classification</b>	Administration
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Executive Director of Administration, under the guidance of the Superintendent, is responsible for overseeing the day-to-day supervision of all elementary, middle, and high schools. The Executive Director of Administration is also responsible for the over-sight of the Buildings and Grounds Department. Responsibilities include responding to customer concerns that cannot be resolved at the school level, over-seeing school enrollment, managing the District’s communication plan, and coordination of District construction projects. Additionally, this position serves as a member of the Superintendent’s executive team.

**Essential Job Functions**

- Advises the Superintendent on matters pertaining to school operations.
- Coordinates principal evaluations.
- Provides input for the evaluation of administrators.
- Manages issues related to student transportation.
- Advises the Superintendent and School Board on legal matters pertaining to the administration of the schools.
- Coordinates the District activities regarding student discipline and expulsions.
- Maintains school attendance area and school district boundary information.
- Projects and monitors district/school enrollments; manages all phases of enrollment (class size, open enrollment, alternate school requests, part-time private school enrollment, and boundary decisions); serves as executive team liaison to Demographic Trends and Facility Planning Committee.
- Manages District-wide communications.
- Prepares state and/or local reports as directed by the Superintendent.
- Collaborates with the Executive Team in preparing the annual District budget.
- Monitors implementation of School Improvement Plans (SIP), including SIP budgets.
- Responsible for the development of the five-year capital improvement plan.
- Responsible for monitoring progress of referendum projects.
- Oversees the High School and Middle School Athletic council committees.

- Coordinates all District-wide safety initiatives and the District's emergency response protocol.
- Oversees the School Resource Office program and acts as the District liaison to the police Department.
- Attends School Board meetings and makes presentations to the Board and the community.
- Works to strengthen connections with the community to support students.
- Serves on District committees as assigned/appointed.

#### **Ancillary Job Functions**

- Attends principals' meetings to provide updated information regarding administration and maintain on-going communication.
- Maintains contact and consults with state, regional, and local agencies that have implications for the District.
- Represents the District positively by displaying a strong work ethic and personal integrity in all situations.
- Performs other related duties as assigned by the Superintendent of Schools.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of, or eligibility for, a Wisconsin Department of Public Instruction administrator's license.
- Master's Degree in Education.
- Minimum of five years teaching experience.
- Minimum of five years of administrative experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Doctorate Degree in Education or equivalent beyond the Master's Degree.
- Minimum of three years of experience as a Principal or Director.
- Teaching or administrative experience at more than one level (elementary, middle, high).

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Thorough knowledge of school operations
- Ability to maintain excellent interpersonal relationships with superiors, peers, and subordinates.
- Ability to communicate effectively both orally and in writing.
- Ability to provide services with a high degree of confidentiality.
- Ability to work collaboratively with the community and with staff at all levels within the District.
- Ability to assist with the implementation, oversight, and monitoring of the District's strategic plan.
- Ability to facilitate problem solving and develop strategies for staff engagement.

- Ability to provide leadership to instructional and support staff.
- Knowledge of school District enrollment.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and quiet moderate levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Regularly required to talk and listen.