

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b>  <p style="text-align: center;"><b>DISTRICT ADMINISTRATOR JOB DESCRIPTION</b></p>	<b>NUMBER: AR 3.3d(1a)</b>
<i>Executive Limitation: EL 3 – Treatment of Staff ( 3.3d - Job Descriptions)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 2/01/09                      Revisions:</i>	
<b>Origin as Board Of Education Policy:</b> <i>Established: n/a                              Revisions:</i>	

**Job Summary:** To provide an effective organizational and learning environment such that the Ends established by the DeForest Area School District Board of Education may be achieved.

**Qualifications:** Masters Degree in Educational Administration or its equivalent (Doctorate preferred). Valid, appropriate DPI license required.

**General Responsibilities:** Serve as chief executive of the District administrative team to facilitate accomplishment of District Ends. Provide effective leadership for the general management and operation of all facets of the DeForest Area School District.

**Performance Responsibilities:** Shall be the chief executive officer of the Board, having general supervision over District personnel, all buildings, assets, grounds and students. The Superintendent shall be empowered by the Board to make decisions in emergency situations, which by policy would require Board approval, subject to later confirmation by the Board.

Shall serve practically as the sole employee of the Board of Education and as such the sole liaison between the Board and all district employees.

Shall operate within the Executive Limitations Policies established by the Board of Education. Shall establish and enforce such Administrative rules as are necessary for the legal, ethical and effective operation of the District, subject to review by the Board.

Shall be the instructional leader and be knowledgeable of contemporary pedagogy, learning strategies and administrative thought appropriate to district education. Shall maintain an active involvement in appropriate professional development activities as well as regional, state, national and international professional organizations.

Shall perform such other duties as the Board and its Chief Executive Officer may mutually determine necessary.