

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>DIRECTOR OF ADMINISTRATIVE SERVICES</b> <b>JOB DESCRIPTION</b>	<b>NUMBER: AR 3.3d(1b)</b>
<i>Executive Limitation: EL 3 – Treatment of Staff ( 3.3d - Job Descriptions)</i>	
<i>Recorded as Administrative Regulation:</i> <i>Established: 2/01/09                      Revisions:</i>	
<i>Origin as Board Of Education Policy:</i> <i>Established: n/a                      Revisions:</i>	

**Job Summary:** The Director of Administrative Services directs and facilitates the implementation, adherence, and monitoring of Policies and Procedures set forth by the Board of Education and Superintendent in order to achieve the mission of the DeForest Area School District.

**Qualifications:**

**Required:**

- Hold Wisconsin license as a K-12 Administrator
- Possess experience as a building administrator
- Exhibit proficient knowledge and concepts associated with school administration, strategic planning, and conflict resolution
- Alternative qualifications as may be deemed necessary and appropriate by the BOE and Superintendent

**Knowledge, Skills, Abilities and Experience:**

- Current knowledge of school improvement planning and characteristics of effective school operations.
- Working knowledge of standards, benchmarks and assessments.
- Demonstrated ability of strategies for the implementation of technology in the delivery of instruction to effectively supervise and evaluate professional staff.
- Demonstrated understanding and ability to facilitate the use of appropriate community resources in meeting the needs of students and families.
- Demonstrated ability to work with diverse ethnic and socioeconomic communities.
- Knowledge of the principles of site-based shared decision-making and demonstrated ability to facilitate a team atmosphere.
- Current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation, and IDEA Re-authorization.
- Demonstrated knowledge in current research in organizational development in the educational setting and characteristics of effective leadership.
- Demonstrated ability to plan, organize, and establish priorities for action in conjunction with others.
- Demonstrated ability to make independent judgments and decisions.
- Demonstrated ability to perform effectively in an atmosphere of multiple and conflicting demands.

## **Duties and Responsibilities:**

- Assists the Superintendent in assuring district-wide compliance with Federal and State laws and regulations, Board of Education policy, district operation standards, administrative practices, departmental rules, and a general code of professional ethics for educational administration
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative procedures
- Keeps informed and interprets laws, regulations, statutes, rules, and policies affecting the administration of district schools and programs
- Provides leadership and direction in the development and modification of all plans and programs in support of the educational process and BOE ends
- Recommends changes in the organizational structure, assignment of functional responsibilities, and composition of staffs as may be necessary to accomplish the goals and objectives of the BOER.
- Assists the Director of Human Resources to conduct inquiries and investigations concerning the reported misconduct of building level employees
- Advises the superintendent of the status of programs, projects, policies, budgets, etc.
- Develops and maintains a positive relationship with educational, professional, civic, volunteer, and other community agencies and groups interested in the education of students
- Supervises and evaluates school principals and maintains oversight of all district-wide building level administrative functions
- Plans and conducts regular principal and other administrator meetings
- Provides leadership and direction to schools
- Works with principals to ensure the efficient and effective operation of schools
- Works with principals in establishing appropriate school staffing levels
- Handles conflicts/problems and interprets and clarifies district policies that cannot be resolved at the school level, for faculty, staff, parent, and student issues
- Serves as the liaison between schools and other District departments
- Facilitates collaborative decision-making among staff, parents, and community groups with respect to school operations
- Assists in the development and management of the articulation processes between schools and school levels
- Administers the expulsion/pre-expulsion process & disciplinary matters leading up to expulsion (incident reviews), , student expulsion proceedings, student data collection and student related state reporting
- Provides leadership and direction for Skyward Student Management by training staff, generating reports and managing data
- Supervises crisis planning
- Serves as district contact for determining attendance boundaries, makes boundary exception decisions, conducts boundary studies and make recommendations based on district needs
- Serves as safety co-coordinator
- Serves as chief administrative officer in the absence of the Superintendent when assigned
- Coordinate Continuous Growth Planning process at District and building levels.
- Monitors the development and implementation of school improvement plans, in conjunction with the Director of Instruction
- Coordinates training and direction of the district Assessment K-12 plan
- Evaluate and report the Wisconsin Student Assessment and other K-12 testing data to the BOE in conjunction with the Director of Instruction
- Oversees the open enrollment program, tuition waiver program
- Oversees the homeless liaison
- Resource for building level administrators with the staff evaluation process
- Maintains demographic information for the district