



School District of Altoona

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Greg Fahrman, Superintendent

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ALTOONA BOARD OF EDUCATION
Special Meeting/Work Session
District Board Room
1903 Bartlett Avenue
November 21, 2011
8:00 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Superintendent Search Considerations/Job Description
 - a. Search Process/Timeline
 - b. Area(s) of Emphasis
 - c. Salary
 - d. Job Description: Performance Responsibilities
 - e. Process for Staff/Community Input
6. Adjournment

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.

SCHOOL DISTRICT OF ALTOONA

TITLE: District Administrator (Superintendent)

JOB ANALYSIS: The District Administrator is the chief executive officer of the Board of Education. As such, the District Administrator has major responsibility for the administration of the schools in accordance with the policies of the Board of Education, state statutes, and federal regulations. The District Administrator must advise the Board on all educational matters and keep the Board of Education informed of the total operating educational program.

REPORTS TO: Board of Education

COORDINATES WITH: Board of Education, committees, union officials, municipal officers and staff, civic and business organizations, and the media.

PARTICIPATES IN: A wide range of community activities, along with participation in appropriate educational organizations.

SUPERVISES: Administrative staff and central office staff, directly. All teachers and non-certified personnel, indirectly.

PERFORMANCE RESPONSIBILITIES:

1. Serves as chief executive officer of the Board of Education; responsible for implementing board policy; informs and advises the Board in a manner that allows them to be effective in decision-making.
2. Provides direction in staff leadership and development, and coordinates with district staff, parents and ~~interest groups~~ **community members**, in the annual development, implementation and evaluation of district-wide goals and objectives which are in written form.
3. Maintains open channels of communication with students; maintains a high profile of visibility to students having final authority over students in accordance with board policy and state and/or federal law.
4. ~~Provides supervision and evaluation of all administrative staff to insure the most effective site based management (SBM).~~ **Ensures effective processes of District and site level short- and long-term planning and continuous improvement.**
5. Recruits, screens, and recommends the most qualified and most competent administrative personnel, supervisors, teachers, and support staff for employment. Recommends personnel to the Board of Education for promotion, transfer, probationary period extension including remediation plan, non-renewal, or dismissal.
6. Conducts exit interviews with all out-going personnel.
7. Provides leadership and counsel to the Board in over-all staff management relations ~~and labor contract negotiations.~~
8. Provides the Board with information and recommendations needed to make plans for the systematic development of the total program facilities and operations (food service, transportation, and maintenance) and for the continued implementation of the Altoona school district school improvement process.
9. Interprets the local, state, and federal school financial aids to the Board of Education, with the help of district staff, and advises the Board on all financial aspects of the district and on allocation of school funds.
10. Interprets, with the help of legal counsel, school law and legal issues to the Board of Education and staff and advises the Board of Education accordingly.

11. Acts as “change agent,” serving as catalyst for change, innovation and implementation.
12. Provides ongoing, interactive establishment of District’s vision and mission and has ongoing responsibility for implementation. Or Has responsibility for implementation and monitoring of the District’s vision and mission on an ongoing basis.
13. "Explains school district finances to the community and justifies possible referenda." (in public meetings and newsletters).
14. Supervises and is accountable for all district reports to the Board of Education, Department of Public Instruction, and other local, state, and federal agencies.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of the Administrator.

TERMS OF EMPLOYMENT: Twelve (12) month; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Valid State of Wisconsin certification
2. ~~Completion of a university approved Specialist Degree Program: doctor’s degree in educational administration or equivalent credit beyond the master’s degree or a Certificate of Advanced Study or an Educational Specialist Degree; Master’s Degree;~~ ~~three (3)~~ **four** years teaching experience and four years of administrative experience.
3. A thorough understanding of public education and the forces which shape education in today’s world; ability to use the political, governmental, and financial systems effectively; knowledge and skill in ~~labor~~ **personnel**-management relations; ability to motivate and provide leadership to all staff and community; good interpersonal skills and ability to work with a variety of people; good oral and written communication skills; effective supervision skills for the entire school program and operations; provides the Board with short and long- range planning recommendations for the general school program and operations; believes in decentralized decision making and staff empowerment; shall reside in the School District of Altoona.