

Sparta Area School District

Article 202 - Specifications for the Superintendent of Schools

Selection and Status - The Superintendent shall be contracted by the Board of Education on a twelve month basis. The term of the contract shall be congruent to state statutes and the salary and benefits shall be negotiated.

Qualifications - The Superintendent shall hold a Master's Degree in School Administration from an accredited college or university and shall qualify for certification as a School District Administrator by the Department of Public Instruction of the State of Wisconsin. In addition to the above mentioned qualifications, the Superintendent shall show evidence of mature judgment, emotional stability and inherent integrity.

Function - As the administrative agent of the Board of Education, the Superintendent shall be responsible for the overall operation of the school system.

Duties - The duties of the Superintendent shall include, but not be limited to, the following:

Employee Personnel

The Superintendent shall:

1. Supervise the receipt of applications, interviewing, selection and hiring of all employees of the Sparta Area School District subject to the approval of the School Board.
2. Recommend termination of employment of employees when necessary to the School Board.
3. Organize and supervise a program of inservice training for the employees of the Sparta Area School District.
4. Organize and supervise an evaluation system aimed at employee performance.
5. Insure that all employees of the Sparta Area School District are aware of the expectations and responsibilities of their various positions and of their line of responsibility.
6. Organize and supervise a system of communications which will lead to the accomplishment of an orderly and effective performance of the functions of the employees of the Sparta Area School District.
7. Serve as the School Board's agent in the establishment of rules and regulations governing the various positions of employment in the Sparta Area School District.
8. Develop biennial, written evaluation for each administrator as per Article 160.
9. Suspend any Sparta Area School District employee for neglect of duty, immorality or insubordination. Such suspension, with or without pay, is subject to the

review of the Board of Education at its next regular meeting or at a special meeting, if deemed necessary by the President of the School Board. Any such suspension will be reported at once to the President of the School Board, or in his/her absence, to the Vice-President.

10. Serve as a resource to the School Board in negotiations with employees and shall be a non-voting member of the negotiating committee of the School Board.

Pupil Personnel

The Superintendent shall:

1. Implement School Board Policy in regard to all student matters.
2. Establish such procedures and make such rules and regulations as are necessary for the orderly and effective operation of the schools.
3. Supervise and evaluate student programs and make recommendations to the Board of Education for changes in student policies.

Curriculum and Instruction

The Superintendent shall:

1. Organize and document the curricular program of the schools.
2. Plan and supervise a program of curriculum evaluation.
3. Implement a program of instructional supervision.
4. Maintain familiarity with current research in curriculum and instruction and plan and recommend to the School Board necessary curriculum improvements.

Business and Finance

The Superintendent shall:

1. Organize and implement all budget planning procedures.
2. Review with the Board of Education, the timetable and progress in budget planning for the ensuing year's budget
3. Operate the Sparta Area School District as a sound business enterprise.
4. Maintain an orderly system of budget control, purchasing, inventory control and accounting.
5. Supervise the preparation of monthly financial statements and budget reports for the Board of Education.

6. Purchase supplies, textbooks and equipment at his/her own discretion within the limitations of the current budget and Board policy.
7. Secure School Board approval prior to making any financial commitments in the event it is necessary to exceed the approved budget due to unforeseen circumstances.

Auxiliary Programs

The Superintendent or his/her designee shall:

1. Supervise the Sparta Area School District programs of operation and maintenance, transportation and school lunch.
2. Sign any state or federal reports relating to the food service program.
3. Approve applications for "Free or Reduced Price Lunch"

Reports

The Superintendent shall have the final responsibility for the preparation and submission of all reports due for the Sparta Area School District to the various agencies with which the Sparta Area School District is affiliated.

Public Relations

The Superintendent shall be responsible for keeping the residents of the Sparta Area School District informed about the operation of the schools and school district. This includes Sparta Area School District needs, programs, coming events, etc. This shall be done through public meetings, citizens' committees, written information, electronic and social media, or other methods of communication as deemed appropriate.

Requirement on District

The Superintendent shall keep informed about all Federal, State and/or Department of Public Instruction requirements pertaining to the Sparta Area School District. This shall include such information as pertains to School Board election procedures, instructional program requirements, business management operations, eligibility for aids and employee protection laws.

Communications with the School Board.

The Superintendent shall:

1. Prepare regular reports to the Board of Education in an effort to communicate to the School Board through documentation all significant information relative to the operation and development of the Sparta Area School District programs.
2. Make every effort to keep the members of the School Board of Education promptly and properly informed regarding matters of significance which might arise in the day-by-day operation of the schools.

3. Review legislative issues and inform the School Board of any significant school related items.
4. Prepare and present to the School Board all necessary plans that the School Board might desire for the operation and management of the schools.
5. See that the Sparta Area School District is represented at such area, state and national meetings as is necessary and that the Sparta Area School District plays its part as a member of the various educational organizations to which it belongs.

Legal Reference:

Cross Reference:

Approved:

Revised: December 21, 2004
 June 27, 2017