

ADMINISTRATORS

For the purpose of School Board policy, the term “administrator” shall apply to the K-12 personnel listed below:

District Administrator
Central Office Directors
Principals
Associate Principals
Activities Director
NSEEC Director

This list shall be subordinate to current WERC rulings and statutory definitions on the matter.

The School Board shall approve all certified staff and administrators job descriptions.

Adoption Date	-	2/11/87, 9/11/96, 9/19/07
Legal Reference	-	PI 8.01(2)(q)Wis. Admin. Code

RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS

The District Administrator shall be responsible for the development of effective procedures for filling administrative staff vacancies except for the position of District Administrator. The School Board shall be responsible for filling the position of District Administrator. Personnel from within the Whitefish Bay Schools shall be given equal consideration along with other applicants for administrative positions. The District Administrator shall recruit applicants, arrange a process for interviews, conduct interviews and select candidates to recommend to the School Board.

Vacancies shall be posted on a bulletin board in each school building. Position descriptions which list the essential job functions and qualifications shall accompany each posting.

Adoption Date	-	2/11/87, 9/11/96
Legal Reference	-	Sections 118.24; 121.02(1)(a) Wis. Stats. American with Disabilities Act of 1990
Cross Reference	-	511, Equal Opportunity Employment

ADMINISTRATIVE STAFF ASSIGNMENTS AND TRANSFERS

The District Administrator, after consultation with the School Board, shall be authorized to make assignments and transfers of administrators.

Adoption Date - 2/11/87, 9/11/96

ADMINISTRATIVE CONTRACTS

The following administrative positions shall have twelve month work agreements:

District Administrator
 Central Office Directors
 High School Principal
 Middle School Principal
 Elementary School Principal
 Associate Principal
 Activities Director

Administrator compensation and benefit plans; guidelines for obtaining reimbursement for advanced training; leaves and absences; lost time due to accident; holidays and vacations; and early retirement guidelines are detailed in the *CERTIFIED MANAGEMENT STAFF EMPLOYMENT PROVISIONS* unless modified by individual agreement.

Adoption Date	-	2/11/87, 9/11/96, 8/14/02, 9/19/07
Legal Reference	-	118.24 Wis. Stats.

ADMINISTRATOR DEVELOPMENT OPPORTUNITIES

The District Administrator has authority to approve requests submitted by administrators to attend professional meetings at the state, local, and national levels provided that budgeted funds are available.

The District Administrator may attend professional meetings at the state, local, and national levels as provided for in the Administrator's employment agreement with the School Board of Whitefish Bay.

Adoption Date	-	2/11/87, 9/11/96
Legal Reference	-	Sections 118.24, 121.02(1)(b) Wis. Stats.
Cross Reference	-	671.2, Expense Reimbursements 222.1, Administrator Compensation and Benefits Plan

ADMINISTRATOR EVALUATION

It shall be the responsibility of the School Board to appraise the performance of the District Administrator and it shall be the responsibility of the District Administrator to appraise the performance of other administrators in the Whitefish Bay School District. Evaluations shall be completed annually in a timely manner and be based on Board adopted written job descriptions. Observation of work shall be one method of gathering data for the evaluation.

Adoption Date	-	2/11/87; 1/13/93; 9/11/96
Legal Reference	-	Section 121.02(1)(q) Wis. Stats.; PI 8.01(2)(q) Wis. Admin. Code

ADMINISTRATIVE COMMITTEES

The School Board encourages the District Administrator and administrative staff to use mechanisms such as councils, cabinets and committees to provide leadership for the total school operation, to foster good communications within the staff, and to provide others with a voice in the consideration of policies and decisions which affect them.

Adoption Date	-	2/11/87, 9/11/96
Cross Reference	-	252.1, Program Advisory Council

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

When the District Administrator is absent from the district or incapacitated, emergency decisions should be made by the Director of Personnel and Pupil Services. If both the District Administrator and the Director of Personnel and Pupil Services are absent or incapacitated, such decisions should be made by the Director of Business Services then the Director of Instruction.

Emergency decisions shall be construed in a broad manner. Generally speaking, they must be made immediately and cannot be delayed until the District Administrator has returned to the School District. Failure to make them would generally have an effect on the safety of students or would interfere with the routine processes of educational or extracurricular activities.

Adoption Date 2/11/87, 9/11/96