

SERIES 200: ADMINISTRATION

- * 220 Administration
 - 221 Recruitment/Appointment of Administrators
 - 222 Administrative Compensation and Fringe Benefits
 - 223 Administrator Development Opportunities
 - 224 Administrator Evaluation

- 230 Administrative Team

- * 250 Administrative Operations
 - 251 Organizational Chart
 - 251-Exhibit, Organizational Chart
 - * 252 Policy Implementation
 - 252.1 Development and Approval of Handbooks

- 260 Temporary Administrative Arrangements

- * 270 School District Reports

(*Indicates Category Heading-No Current Policy)

SCHOOL DISTRICT OF SOUTH MILWAUKEE

RECRUITMENT/APPOINTMENT OF ADMINISTRATORS

When an opening in the administration occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to perform the essential functions of the administrative position.

The Board shall screen applications and interview candidates for the position of Superintendent.

The Superintendent shall confer with the Board on the selection process to be used in filling administrative staff vacancies. The Board reserves the right to interview administrative candidates before appointment on a case-by-case basis. If the Board chooses to interview candidates, the goal of the administration will be to bring more than one quality candidate to the Board for interviews. The administration will provide the Board with information regarding previous interviews, reference checks and recommendations.

The Board shall appoint administrators by majority vote at legally-held regular or special Board meetings.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes
118.24
121.02(1)(a)
PI 8.01(2)(a), Wisconsin Administrative Code
Americans with Disabilities Act of 1990

CROSS REF.: 511, Equal Employment Opportunities

APPROVED: June 25, 1997

REVISED: December 12, 2001

SCHOOL DISTRICT OF SOUTH MILWAUKEE

222

ADMINISTRATIVE COMPENSATION AND FRINGE BENEFITS

The District's administrative compensation program is designed to attract, retain and motivate individuals with administrative ability who can exercise professional leadership in the District. District administrators shall be eligible to receive compensation and fringe benefits in accordance with Board approved policies governing administrator contract relations.

The Board and individual administrators shall enter into written contracts establishing rate of pay and other conditions of employment. Administrator contracts shall be for a term consistent with state law.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: Administrator Policies Governing Contract Relations

APPROVED: June 25, 1997

SCHOOL DISTRICT OF SOUTH MILWAUKEE

223

ADMINISTRATOR DEVELOPMENT OPPORTUNITIES

The Board encourages District administrators to pursue professional development through attendance at professional meetings and conferences, participation in professional organizations and completion of continuing education courses.

District administrators shall be eligible for such opportunities in accordance with Board approved policies governing administrator contract relations.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(b)
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: Administrator Policies Governing Contract Relations

APPROVED: June 25, 1997

SCHOOL DISTRICT OF SOUTH MILWAUKEE

224

ADMINISTRATOR EVALUATION

The Board shall evaluate the Superintendent, and the Superintendent or his/her designee shall evaluate other administrative staff annually. The evaluation shall be based on the DPI Educator Effectiveness System or approved equivalent system as adopted by the Board.

Evaluation results shall be used in determining the administrator's compensation level, in accordance with Board approved policies governing administrator contract relations.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(q)
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: Administrator Policies Governing Contract Relations
Administrator Job Descriptions

APPROVED: June 25, 1997

REVISED: September 18, 2013

SCHOOL DISTRICT OF SOUTH MILWAUKEE

230

ADMINISTRATIVE TEAM

The Board shall establish sufficient administrative and supervisory positions to promote the attainment of District goals.

The administrative team shall consist of the Superintendent, Director of Personnel Administrative & Legal Services, Director of Business Services, Director of Pupil Services, Literacy, Math & Professional Development Coordinator, Student Learning & Technology Coordinator, Manager of Buildings & Grounds, principals, and associate principals. Staff members in supervisory or specialist positions may serve in an advisory capacity to the administrative team.

The Director of Personnel, Administrative & Legal Services shall develop a job description for each administrative and supervisory position. Such job descriptions shall include qualifications for each position as well as job responsibilities, including the essential functions of the position. The job descriptions shall be approved by the Board.

LEGAL REF.: Wisconsin Statutes Sections:
 118.24 (School district administrator)
 121.02(1)(q) (School district standards)
 Wisconsin Administrative Code Section:
 PI 8.01(2)(q) (School district standards)

APPROVED: June 25, 1997

REVISED: November 20, 2007
 September 7, 2011
 November 7, 2012

SCHOOL DISTRICT OF SOUTH MILWAUKEE

251

ORGANIZATIONAL CHART

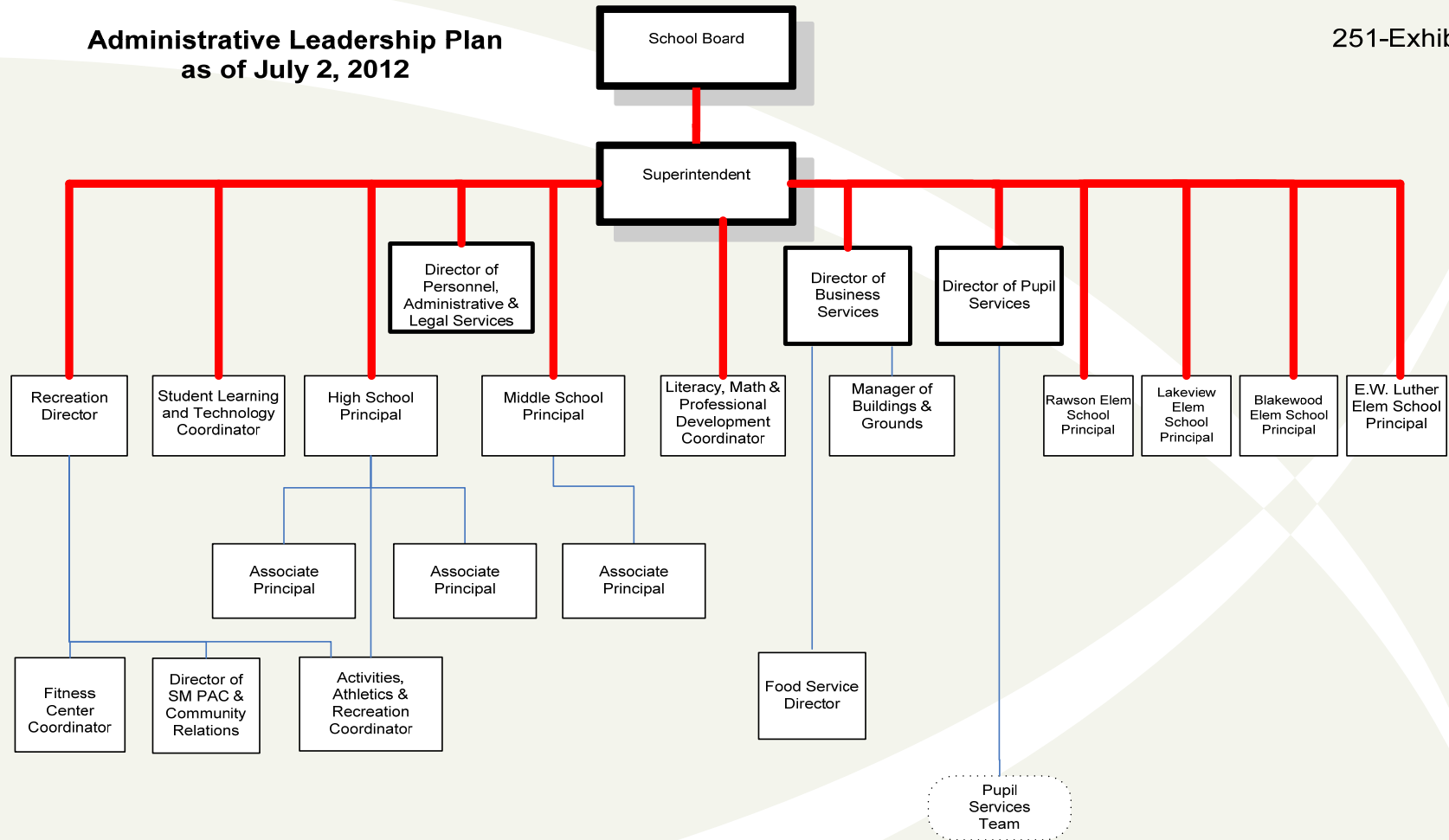
The Board shall approve an organizational chart for the District showing lines of primary responsibility to designate clearly the relationships of employees.

The lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services.

APPROVED: June 25, 1997

Administrative Leadership Plan as of July 2, 2012

251-Exhibit



July 5, 2012

SCHOOL DISTRICT OF SOUTH MILWAUKEE

252.1

DEVELOPMENT AND APPROVAL OF HANDBOOKS

Building principals or their designee(s), shall expedite the work of the schools by issuing such administrative handbooks as may be deemed necessary for effective building administration. Information included in such handbooks shall be consistent with Board policies, established procedures and laws and regulations.

School handbooks, including proposed changes, shall be submitted to the Board for annual review and approval, prior to being published. After such approval, they shall become a part of Board policy.

APPROVED IN PART: March 15, 1995

REVISED: June 25, 1997

SCHOOL DISTRICT OF SOUTH MILWAUKEE

260

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

When the Superintendent is absent from the District, the Designee (e.g. Director of Personnel, Administrative & Legal Services, Director of Pupil Services) shall serve as acting administrator. Any decisions that need to be made before the return of the Superintendent will be the responsibility of the acting administrator.

When a building principal is absent from the building, the assistant principal or designee shall serve as acting building administrator.

APPROVED: June 25, 1997
 November 7, 2012