

Lancaster Community School District

Administration

**DISTRICT ADMINISTRATOR**

The District Administrator shall possess appropriate certification issued by the Wisconsin Department of Public Instruction.

Under the direction of the Board of Education, the District Administrator shall have general supervision and management of the professional work of the schools and the promotion of students. As the Board is responsible to the electorate, the District Administrator is directly responsible to the Board for the administration of its policies. His/her general duties include budgeting, financial and personnel accounting, staff selection, and all phases of the operation and maintenance of the total school program.

He/she shall make recommendations in conjunction with the administrative team to the Board concerning teachers, courses of study, discipline and such other matters as he/she thinks advisable. The District Administrator shall perform such other duties, as the Board requires.

The District Administrator shall not be a member of the Board and shall not engage in any pursuit that interferes with the proper discharge of his/her duties.

LEGAL REF.: Sections 118.24 Wisconsin Statutes  
121.02(1)(a)  
PI 3, 34, Wisconsin Administrative Code  
PI 8.02(2)(a)

CROSS REF.: District Administrator Job Description

APPROVED IN PART: January 9, 1991

REVISED: June 28, 1995  
May 14, 2003  
February 13, 2014