

**School Administration****Central Administration and Supervisory Personnel****Central Administration and Supervisory Personnel**

It shall be the duty of the Superintendent of Schools and his/her staff to furnish the administrative leadership required to operate the school system competently and efficiently within the framework of the general policies established by the Board.

The following services or functions shall be recognized as the framework for the effective operation of a school system:

1. Legislation and policy making are functions of the Board which will be implemented with advice and assistance of the Superintendent of Schools.
2. Implementation of the rules, regulations, and policies of the Board shall be carried on through the total administrative staff, under the direction of the Superintendent of Schools.
3. Instruction is a service performed primarily by teachers, librarians, counselors and special education personnel. This service shall be aided and improved through the function of the administrative staff.
4. Personnel management is the function which deals with the selection of qualified certified teachers and shall be under the Director of Business Services.
5. Fact finding, interpretation and planning are services to be performed primarily by the administrative staff, assisted by certified personnel and/or other contracted agencies.
6. Plant operation, maintenance, and construction are functions of the Director of Business Services. The supervisor of buildings and grounds and custodial staff shall be under the direction of the Director of Business Services.
7. Business operation is a function of the Director of Business Services and relates to business management, and includes the following: accounting, clerical work, purchasing and budget planning. Clerks and secretaries shall assist in the operation.
8. Legal advice is a service performed by the legal firm employed by the Board or through legal counsel at the Wisconsin Association of School Boards.
9. Supervision and performance evaluations of staff are the responsibilities of the building principals.
10. Curriculum, instruction practices, professional development of certified staff, and assessment of student learning are a function directed by the Director of Curriculum and Instruction

**Legal Reference:**                    **Section 118.24, Wisconsin Statutes**

**Policy Approved:**                **August 19, 1987**

**Policy Revised:**                    **February 25, 2008**  
    **November 26, 2012**