

## School Administration

### General Administration

#### Philosophy of Administration

We believe that the major responsibility of the school administrator in the Watertown Unified School District is to provide innovative leadership directed toward the improvement of student achievement. All administrators must strive to create a supportive environment which encourages the cohesiveness needed to accomplish mutually established goals. To create such an environment, administrators must demonstrate positive interpersonal skills and show respect for the dignity and worth of students, teachers, parents, community members and colleagues.

It is also important for the administrator to facilitate the participation of appropriate persons and groups in the decision-making process on matters within the scope of their responsibility and expertise.

The important elements of effective administration include, but are not limited to:

- Providing leadership in the identification, development, and implementation of district goals.
- Being knowledgeable about his/her position, current trends in education and technology, and laws and regulations relating to education.
- Contributing as a member of the administrative team and supporting team decisions.
- Supervising and evaluating the performance of personnel.
- Treating others fairly and consistently.
- Holding high expectations for students and teachers.
- Maintaining positive school/community relations.
- Developing long-range plans.
- Facilitating the development of goals, monitoring progress toward reaching goals, and evaluating goal accomplishment.
- Developing and administering the district budget.
- Discharging responsibilities for personnel decisions.
- Providing needed materials and resources.
- Maintaining frequent, open, and two-way communication with staff, parents, and community members.
- Encouraging and participating in professional growth activities.
- Maintaining a high level of integrity, is fair, and acts in an ethical manner.
- Understanding and demonstrating competence in the Wisconsin Administrator Standards.
- Facilitating a vision of learning and a culture of collaboration and excellence.
- Supporting a culture of innovation.

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

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

**Policy Revised:**                  **March 17, 2005**

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