

## **230 ADMINISTRATIVE TEAM**

All administrative and supervisory positions shall be established initially by the Board of Education in accordance with state law. It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of the School District's goals.

The administrative team shall consist of the Superintendent, principals, assistant principals, supervisors, directors and assistants to directors. As determined by the Superintendent, others may serve in an advisory capacity to the administrative team.

The Superintendent shall cause a set of comprehensive, coordinated administrative job descriptions, including a job description for each administrative position, to be written and maintained continuously to promote efficiency and economy in the staff's operations. Such job descriptions shall include the broad purpose and function of each position and job requirements, including the essential functions of the position. The job descriptions shall be approved by the Board of Education.

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

CROSS REF.:                   Position Description Handbook

APPROVED:       November 11, 1974

REVISED:         January 13, 1997  
                      December 11, 2000