

## 2000 SERIES

## ADMINISTRATION

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CONCEPT OF ADMINISTRATION

The administration of the school system is responsible for the direction, coordination, and management of students and staff in their efforts to reach the goals adopted by the Board within the guidelines established by Board policy, law, and master agreements.

To demonstrate leadership and to resolve problems and obstacles that arise within the school system and in its relations with the community, the Board expects the administration:

1. To conduct decision making and communications.
2. To plan, organize, implement, and evaluate.
3. To coordinate and guide the various centers of power within the District and the community so as to enable people to collaborate in the interest of education
4. To provide vision for the future of the District.

ADOPTED: 3/21/72

REVISED: 11/19/98

READOPTED: 12/17/98

ADMINISTRATIVE CODE OF ETHICS

As representatives of the district, all administrative staff is responsible for serving the best interests of the community and its students, utilizing all available resources toward that end.

Administrative staff should attend all meetings as required and be prepared at those meetings to advise on issues before the Board. Staff should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, staff should be willing to support and promote its implementation.

Staff must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the Board while the responsibilities for the day-to-day operation of the schools belong to the administration. Together, the Board and administrative staff must work to continually identify the needs, goals and priorities of the district.

Administrative staff must be responsive to the public, maintaining open communication lines with all citizens in the community, informing them on the educational needs of the district, as well as on actions of the Board and accomplishments of the district's educational program.

Administrative staff must insure that the district has able and well-qualified employees who will serve in the best interest of the students. Administrative staff should also communicate with the Superintendent, Board, local, state, and federal legislators.

Administrative staff must avoid all conflicts of interest, both financial and non-financial; Specifically, administrative staff will not:

- a. use their position for financial gain or to obtain anything of substantial value for themselves, their immediate family or for any business or organization with which they are associated;
- b. solicit or receive anything of value if it could reasonably be expected to influence their action or judgment, or if it could be considered a reward for any action or inaction;
- c. use or disclose confidential information gained in their position that could result in financial gain for themselves or for any other person;
- d. take any action that substantially affects a matter in which they, a member of their immediate family or an organization with which they are associated have a substantial financial interest;
- e. use their position in a way that produces a substantial benefit -- direct or indirect -- for themselves, a member of their immediate family or an organization with which they are associated.

For the purpose of this policy, "anything of value" means any money or property, favor, service, payment advance, forbearance, loan or promise of future employment. It does not include compensation and expenses authorized by state law, political contributions which are reported in accordance with state law or hospitality extended for a purpose unrelated to school district business by a person other than an organization.

All Administrative staff will abide by all applicable provisions of the Wisconsin Code of Ethics Law. Failure to abide by all applicable provisions may subject the violator to penalties outlined in state law and/or disciplinary action which may include immediate dismissal.

Questions regarding ethical conflicts should be first directed to the Superintendent who will seek resolution with advice from legal counsel and/or the State Ethics Board.

LEGAL REFERENCE: Wisconsin Statutes 19.42, 19.59

FIRST READING: 12/3/92

ADOPTED: 1/7/93

reviewed: 10/98

ADMINISTRATIVE RESIDENCY

Any person hired as an administrator in the School District of West De Pere on or after March 23, 2009 shall be required to reside within the boundary of the District within one year from the administrator's first day of employment with the District. As a condition of such person's continued employment with the School District of West De Pere as an administrator, such person shall maintain residence within the boundary of the School District of West De Pere.

An exempt administrator (hired before March 23, 2009) accepting a promotion from one administrative position to another, shall be required to reside within the boundary of the School District of West De Pere within one year of the effective date of the promotion.

An exempt administrator (hired before March 23, 2009) making a lateral move from one administrative position to another, shall remain exempt.

Any involuntary transfers, as approved by the Board of Education, will remain exempt.

The Board of Education may grant exceptions to the residency requirement for what they feel are significant reasons. Review will be on a case by case basis.

FIRST READING: 9/24/08

ADOPTED: 4/15/09

**SUPERINTENDENT**

**QUALIFICATIONS:**

1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

**REPORTS TO:** Board of Education

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services with the resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration.
4. Serve as ex-officio member of committees.
5. Administer as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
6. Advise the Board on the need for new or revised policies and see that all policies of the Board are implemented.
7. Prepare and submit recommendations to the Board including helpful facts, information, and reports relative to all matters requiring Board action.
8. In cases where impractical to meet with Board, act on own discretion in any matters not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future.
9. Report to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
10. Supervise the effective carrying out of state and federal laws, state and federal regulations, and Board policies.
11. Make all administrative decisions necessary to the proper function of the school district.
12. Exercise power to make rules and provide instruction to school employees and students as may be necessary to implement Board policy.
13. Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools.
14. Recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Study and revise, together with staff, all curriculum guides and courses of study on a continuing basis.
16. Communicate to employees, directly or through delegation, all actions of the Board relevant to employees and receive from employees all communications to be addressed by the Board.

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**SUPERINTENDENT**

17. Assist the Board in the development of salary schedules for all professional and nonprofessional personnel.
18. Employ personnel as necessary, within the limits of budgetary provisions and subject to the Board's approval.
19. Assign and transfer employees as the interest of the district may dictate, and report such action to the Board for information and record.
20. Supervise methods of instruction, supervision, and administration in the schools.
21. Suspend any employee for just cause and report such suspension to the Board at the next meeting for final action.
22. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
23. Direct the preparation of the annual budget for adoption by the Board and administer the budget enacted by the Board in accordance with legal requirements and adopted Board policies.
24. Establish and maintain procedures and controls for all expenditures of school funds in accordance with the adopted budget, subject to approval of the Board.
25. Maintain directly or through delegation personnel records, business records, and other records which are required by law and Board policy.
26. File, or cause to be filed, all required state and federal reports.
27. Attend, or delegate a representative to attend, such meetings of municipal agencies where matters pertaining to the public schools appear on the agenda or are expected to be raised.
28. Represent the Board as liaison between the school district and the community.
29. Attend conventions and conferences as necessary to keep abreast of latest educational trends.
30. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
31. Confer periodically with professional and lay groups concerning the school programs and transmit to the Board suggestions gained from such conferences.
32. Delegate to other employees any powers or any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** The Superintendent's job performance will be formally evaluated, in writing, annually by the Board.

ADOPTED: 4/18/68  
REVISED: 4/22/82  
REVISED: 6/16/88  
REVISED: 11/19/98  
REVISED: 5/19/03  
READOPTED: 2/20/13

SUPERINTENDENT EVALUATIONPROCEDURE FOR EVALUATION OF THE SUPERINTENDENT

The Board of Education shall evaluate the Superintendent's performance as follows:

1. Once each year in February the Board and Superintendent will jointly review the Superintendent's job description to ensure that it accurately reflects both Board expectations and the realities of the Superintendent's day-to-day responsibilities. To the extent that there are discrepancies, the job description will be modified.
2. Also each February, the Board will review the Superintendent's progress toward agreed-upon goals and prepare a written evaluation of his performance based on:
  - a. The Superintendent's results in achieving Board-approved goals.
  - b. Strengths and weaknesses identified by the Board in fulfilling responsibilities set forth in the job description.
  - c. Other concerns agreed upon by the Board.

The written evaluation may contain dissenting opinions.

It will be signed by the Board President and the Superintendent and one copy shall be placed in the Superintendent's personnel file. A duplicate copy will be retained by the Board President (Or other designated individual, such as the Board Attorney.)

3. The evaluation report also shall contain agreed-upon goals for the coming year which are designed to correct deficiencies in the Superintendent's performance or to achieve special expectations desired by the Board. The new goals will be developed at least once a year as a part of the Board's evaluation of the Superintendent's performance.
4. The Board and Superintendent shall meet at least one other time during the year (August-September) to review the Superintendent's progress toward goals. Progress meetings may be held more often at the option of the Superintendent or Board.
5. All evaluation meetings will be in executive session and all evaluation reports will be considered confidential.
6. As necessitated by the seating of new members on the Board and other changing conditions, the Board and Superintendent will review both the Board-Superintendent relationship and the appraisal process. Such review will include analysis of management responsibilities and the respective roles of the Board and Superintendent.

ADOPTED: 8/18/88

REVISED: 11/15/90 & 12/17/91

REVIEWED: 7/15/93, 10/8/98, 2/17/03

REVISED: 4/14/03

ADOPTED: 5/19/03

INSTRUCTIONS: An attempt has been made to organize the Superintendent’s responsibilities in four categories. Each Board member is asked to rate the Superintendent on each of the items cited in each of the categories using the following rating scale and check the appropriate box:

- 1 - Excellent
- 2 - Meets Expectations
- 3 - Improvement Needed (include explanation in comments section)
- N - Need to Observe

I. Personal Characteristics	1	2	3	N
1. Projects a positive and courteous attitude and image to the staff, students, and community.				
2. Possesses and demonstrates strong interpersonal communication skills				
3. Maintains high standards of ethics, honesty, and integrity.				
4. Has established a working relationship and communication system focused on improving learning and achievement with staff.				
5. Devotes time and energy effectively to their job.				
6. Demonstrates ability to work well with individuals and groups.				
7. Exercises good judgment and democratic process in arriving at decisions.				
8. Possesses and maintains the enthusiasm necessary to meet the responsibilities of their position.				
9. Maintains poise and emotional stability in the full range of their professional activities.				
10. Is suitably attired and well groomed.				
11. Uses oral and written language effectively in dealing with staff members, the Board, and the public.				
12. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.				
13. Participates actively in community life and relations.				

<b>Comments</b> (Commendations and areas for professional growth)



II. Relationships with the Board	1	2	3	N
14. Keeps the Board informed on issues, needs, and operation of the school system.				
15. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.				
16. Provides Board with adequate time to review background material prior to making decisions.				
17. Interprets and executes the intent of Board policy.				
18. Recommends policy revision and additions to the Board.				
19. Supports Board policy and actions to the public.				
20. Has a harmonious working relationship with the Board.				
21. Makes recommendations for employment or promotions of certified personnel in writing and with support data, and accepts responsibility for his recommendations.				
22. Accepts responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and Board and the Board and staff.				
23. Remains impartial toward the Board, treating all Board members alike.				
24. Goes immediately and directly to the Board when they feel an honest, objective difference of opinion exists between them and any or all members of the Board, in an earnest effort to resolve such difference immediately.				

<b>Comments</b> (Commendations and areas for professional growth)

III. Staff and Personnel Relationships	1	2	3	N
25. Develops good staff morale and loyalty to the school system.				
26. Has established a working relationship and communication system focused on improving learning and achievement.				
27. Delegates authority to staff members appropriate to the position each holds as described in their job description.				
28. Recruits and assigns the best available personnel in terms of their competencies and encourages continuing staff development.				
29. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.				
30. Evaluates staff members in terms of performance of duties and gives commendation for good work as well as constructive suggestions for improvement.				
31. Takes an active role in development of salary schedules for personnel and recommends to the Board the levels which within budgetary limitations will best serve the interests of the district.				
32. At the direction of the Board, meets and confers with leaders of the teachers' association representing to the best of their ability and understanding the interest and good will of the Board.				

<b>Comments</b> (Commendations and areas for professional growth)

IV. Educational Leadership		1	2	3	N
33. Understands and keeps informed regarding all aspects of the instructional program.					
34. Participates with staff, Board, and community in studying and developing curriculum improvement.					
35. Organizes a planned program of staff evaluation and improvement.					
36. Inspires others to highest professional standards.					
<b>Comments</b> (Commendations and areas for professional growth)					

V. District Planning		1	2	3	N
37. Facilitates the district goal setting process effectively.					
38. Establishes effective communication practices regarding district goals.					
39. Coordinates the accomplishment of goals and objectives in a timely and productive manner.					
40. Prepares effective goal progress reports in a timely manner.					
<b>Comments</b> (Commendations and areas for professional growth)					

CROSS REFERENCE: SUPERINTENDENT – Policy 2111

ADOPTED: 8/18/88  
 REVISED: 11/15/90, 12/17/91  
 REVIEWED: 7/15/93, 10/8/98  
 REVISED: 2/17/03, 4/14/03  
 READOPTED: 2/20/13

SCHOOL BUSINESS MANAGER

- QUALIFICATIONS: 1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Superintendent

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

## PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
4. Supervise all accounting transactions and recommend new accounting methods as desirable and necessary.
5. Supervise the collection, safekeeping, distribution and investment of all funds.
6. Arrange for the internal auditing of school accounts.
7. Provide monthly accounting of all income and expenditures and prepare and analyze all financial statements.
8. Approve all requisitions authorizing the expenditures of monies.
9. Responsible for supervising the reconciling of all bank accounts maintained by the district.
10. Advise the superintendent on all questions relating to business and financial affairs of the district and assist with long range financial planning.
11. Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against overspending of any budgetary account.
12. Administer the budget control system for the district and is responsible for the preparation of the budget.
13. Recommend, coordinate, and process the transfer of budget funds.
14. Manage the district's insurance and real estate programs and assume responsibility for insurance records and insurance accounting.
15. Responsible for recruiting, hiring, and evaluating of support staff with the assistance of principals.

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**SCHOOL BUSINESS MANAGER**

16. Attend Board meetings and prepare reports as the Board or superintendent may request.
17. Prepare state and federal reports and claims as required.
18. Coordinate and initiate programs utilizing federal, state, and private funding.
19. Coordinate filing of applications for federal and state programs.
20. Purchase all items of supply and equipment necessary for the operation of the district utilizing competitive bidding, informal quotations, or negotiations where applicable and investigating the quality of commodities purchased.
21. Administer the district's food service, operations, maintenance, and pupil transportation programs.
22. Maintain inventory of school property.
23. Assist in the collective bargaining process.
24. Supervise contract negotiations with the custodial union.
25. Keep informed in the latest research, trends and development in all areas related to the financial affairs of the district.
26. Act as the Local Education Agency Designated Person in regard to the AHERA asbestos program. As designee, the business manager acts on behalf of the Board which assumes any liability.
27. Act as district safety coordinator regarding all activities related to the safety and health concerns of the district.
28. Perform additional tasks and assumes other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

CROSS REFERENCE: 2420 - Line of Responsibility

ADOPTED: 6/23/76  
REVISED: 5/27/86, 1/16/89, 1/17/91, 12/17/98  
READOPTED: 5/19/03

**ADMINISTRATIVE PROFESSIONAL DEVELOPMENT**

The School District Board of Education believes that inservice training for its administrators is vital in order for them to administer the school district in the most informed and prudent manner possible. Informed decision making is more important as school governance becomes increasingly complex.

In keeping with this position, the Board encourages the participation of administrators at appropriate conferences, conventions, seminars, workshops, and professional development coursework as approved by the Superintendent. The Board shall pay any attendance fee and shall reimburse attending administrators for travel outside the district.

The Board also encourages participation of administrators in all educational activities. As such, the Board shall reimburse those attending for reasonable expenses associated with such activities providing such involvement is approved by the Board.

The board correspondent and/or district administrator, shall report monthly on upcoming inservice opportunities for administrators. The Board shall select representatives to these sessions. The representatives selected shall report to the Board on the inservice session attended and shall share information, materials and recommendations acquired by attending the sessions.

The Board will reimburse administrators hired prior to July 1, 2005 for coursework approved by the Superintendent. Administrators hired after July 1, 2005 will be reimbursed up to six (6) credits per year for coursework in a non-degree program and nine (9) credits per year for coursework in approved degree programs.

LEGAL REFERENCE: Section 118, Wisconsin Statutes

ADOPTED: 4/16/92

REVISED: 11/19/98

REVISED: 5/16/05

READOPTED: 6/20/05

**HIGH SCHOOL PRINCIPAL**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Superintendent

JOB GOAL: To provide positive leadership in the implementation of a progressive and innovative educational delivery system at West De Pere High School. To utilize effective leadership, supervisory, organizational, and human relations skills to promote the maximum educational development of each student at West De Pere High School.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Supervise and administer the school's educational program in all its facets.
4. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
5. Supervise all professional, paraprofessional, administrative, non-professional, and substitute personnel attached to the school.
6. Assist in the recruiting, screening, hiring, training, assigning and evaluating of the high school's professional staff. Written performance evaluations of all certified school personnel shall be completed as per negotiated master agreement for the teachers probationary period and as per state statute thereafter. Such evaluations must be filed with the Superintendent.
7. Delegate authority to the Associate Principal or other personnel to assume responsibility for the school during their absence.
8. Assume responsibility for the attendance, conduct, and health of students.
9. Assume responsibility for the school's co-curricular program.
10. Advise the district office on activities in the school.
11. Supervise the preparation and submission of reports required by the district office.

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**HIGH SCHOOL PRINCIPAL**

12. Assist in the preparation and management of the high school budget.
13. Supervise the maintenance of accurate records on the progress and attendance of high school students.
14. Assist in the formation of curriculum and other objectives for the school program.
15. Develop methods for evaluating student progress toward stated educational objectives.
16. Assist in the formation and direction of staff development activities.
17. Develop a program of public relations in order to further the community's understanding and support of the educational program.
18. Program classes within established guides to meet student needs, Board established graduation requirements, and state mandates.
19. Work with various members of the administrative staff on school problems of more than in-school importance, such as transportation, special services, etc.
20. Conduct staff meetings to keep members informed of policy changes, new programs, etc.
21. Supervise the daily use of the school facilities for all school and non-school purposes.
22. Provide for adequate inventories of property under his jurisdiction and the security of and accountability of that property.
23. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.
24. Assist with the district summer school program.
25. Assume responsibility of any federal/state programs within their building.
26. Perform additional tasks and assumes other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

CROSS REFERENCE: 2420 - Line of Responsibility

ADOPTED: 10/18/76  
REVISED: 3/16/89, 4/1/93, 12/17/98, 5/19/03  
READOPTED: 5/17/04



**HIGH SCHOOL ASSOCIATE PRINCIPAL**

- QUALIFICATIONS:**
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

**REPORTS TO:** High School Principal

**SUPERVISES:** High School certified and non-certified staff as assigned by the high school principal.

**JOB GOAL:** To provide positive leadership in the implementation of a progressive and innovative educational delivery system at West De Pere High School.  
To utilize effective leadership, supervisory, organizational, and human relation skills to promote the maximum educational development of each student at West De Pere High School.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Implement the school district philosophy, policies, administrative rules, and high school mission and policies.
4. Implement the goals and objectives of the high school curriculum.
5. Supervise and administer student attendance policies and procedures.
  - a) Maintain attendance records and reports per Wisconsin Statutes.
  - b) Coordinate truancy referrals.
  - c) Serve as primary attendance officer for high school students.
6. Supervise and administer student discipline policies and procedures.
  - a) Administer and coordinate discipline as needed.
  - b) Coordinate student Rights and Responsibilities Handbook.
  - c) Confer with parents and local authorities.
  - d) Maintain discipline records and reports per Wisconsin Statutes.
  - e) Serve as primary disciplinarian for high school students.
7. Encourage and maintain parental involvement in the administration of the attendance and discipline program.
8. Monitor the supervision of students on campus.
  - a) Assist with the supervision for student assemblies and lyceums.
  - b) Coordinate study hall, lunch, resource center, hallway, bus, and other supervision responsibilities and assignments.

**HIGH SCHOOL ASSOCIATE PRINCIPAL**

9. Assist in the supervision of students at co-curricular activities.
10. Supervise and administer the high school driver education program.
11. Supervise, schedule, and assign teacher supervision of study halls, and other assignments as needed.
12. Represent the high school on County Truancy, At-Risk, and Education for Employment committees.
13. Coordinate high school student assistance programs.
  - a) Represent high school administration at special education meetings.
  - b) Coordinate high school at-risk program.
14. Serve as the building administrator in the absence of the principal.
15. Coordinate building emergency plans.
  - a) Tornado.
  - b) Fire.
  - c) Bomb threat.
16. Serve as an administrative member on committees as assigned.
17. Assist in the development of the master schedule.
18. Attend school board meetings as required.
19. Participate in the recruitment and hiring of personnel.
20. Participate in the personnel assignment process. (Academic, co-curricular, supervisory, etc.)
21. Supervise and evaluate personnel as assigned by the high school principal.
22. Assist in professional staff development programs.
  - a) Serve as resource person in identifying and solving classroom problems.
  - b) Orient new staff to school policies and procedures.
  - c) Revise the faculty handbook with the principal as needed.
  - d) Participate on IEP-teams.

HIGH SCHOOL ASSOCIATE PRINCIPAL

23. Direct the development and coordination of Student Orientation Programs.
  - a) Student Agenda Book
  - b) High school registration.
  - c) Work with 8<sup>th</sup> grade getting ready for high school.
  - d) Scheduling night of incoming students.
  
24. Assist Homecoming Advisor and Student Council in the development of annual Homecoming program.
  - a) Hold initial meeting with student committee and advisor.
  - b) Present ideas to administrative team.
  - c) Have final recommendation to Principal by September.
  
25. Be an active member in professional educational organizations.
  
26. Assist with summer school activities at the local building.
  
27. Continue education through post graduate classes, district staff development, professional seminars, workshops, and conferences.
  
28. To perform other duties that are self-initiated or that may be assigned by the High School Principal.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually by the high school principal.

**CROSS REFERENCE:** 2420 – Line of Responsibility

ADOPTED: 4/18/96

REVISED: 9/17/98, 8/19/99, 5/19/03, 5/21/08, 12/19/09

READOPTED: 1/27/10

**SCHOOL DISTRICT OF WEST DE PERE**

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**HIGH SCHOOL DEAN OF STUDENTS**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License and any other qualifications as may be specified by the Board of Education.
  2. Prefer a valid Wisconsin Administrative License, or working towards an Administrative Degree.
  3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Principal and/or Associate Principal

JOB GOAL: To work with the administrative team to provide services to and for West De Pere School District students, staff, and parents.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
4. Support faculty and administration.
  - a. Serve as a member of the school leadership team to include curricular and co-curricular matters.
  - b. Assist in the implementation and direction of a student advocate program.
  - c. Assume responsibilities of Principal when Principal and Associate Principal are not in the building.
  - d. Perform other unspecified duties as requested by the administration.
5. Assisting students and student management.
  - a. Provide support to staff in the discipline of students. Handle referrals and consult with teacher, guidance counselors and administration including parent contact, student and teacher follow-up.
  - b. Coordinate locker assignments and locker problems.
  - c. Assist in monitoring the parking lots and grounds before school, at lunch period and after school.
  - d. Provide other supervision and discipline as requested, including co-curricular events in the evening.
  - e. Assist in the supervision of hallways/commons before and after school.
  - f. Perform other unspecified duties as requested by the administration.
6. Monitoring of student attendance.
  - a. Monitor daily attendance in order to take a proactive approach to problem solving, including making parent contacts and arranging parent meetings.
  - b. Arrange and assist with truancy conferences as appropriate.
  - c. Assist with truancy referrals for the police liaison officer.

TERMS OF EMPLOYMENT: As per Master Agreement

EVALUATION: Performance of this job will be formally evaluated at least once every three years by the appropriate administrator. Informal evaluation and goal setting will take place annually between the dean of students and appropriate administrator.

ADOPTED: 8/19/99

READOPTED: 5/19/03

**MIDDLE SCHOOL DEAN OF STUDENTS**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License and any other qualifications as may be specified by the Board of Education.
2. Preferred a valid Wisconsin Administrator's License, or working toward an Administrative Degree.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

**REPORTS TO:** Principal

**JOB GOAL:** To work with the administrative team to provided services to and for West De Pere Middle School students, staff and parents.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
4. Serve as a member of the Team Leaders Council.
5. Provide support to all staff in the discipline of students. Handle referrals and consult with staff and administration including parent contact and teacher follow-up.
6. Assist in the supervision of the school as requested, such as hallways, commons and/or parking lot.
7. Meet with suspended students for behavioral issues and develop a plan of action to improve the student's situation.
8. Identifies and makes accommodations for the unique needs of all students; consults and cooperates with District specialists in assessing and helping students meet these needs.
9. Make periodic visits to classrooms, when requested by teaching staff, or administration to discuss, special concerns relevant to classroom behavior of students.
10. Serve as a member of the M-team for students and participate in the placement of students into other programs, as deemed appropriate.
11. Be involved in staff consultations and parental conferences for student's classroom or school-wide behavior issues.
12. Maintains accurate and complete student behavioral records.

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13. Be available for administration approved meetings with parents or community agencies during the school day and or before or after school hours.
14. Occasionally become involved in middle/high school activities informational meetings and in-services as they relate to general student issues.
15. Serve as a member of the Student Assistant Team.
16. Remain current in the field of student discipline issues by reading professional literature and attending appropriate conferences and workshops.
17. Be an advocate of children of the school district.
18. Work with the outside agencies (police liaison, advocates, etc.) for the common good of the District and the middle school students.
19. Assist the Administration in the operation of the Middle School.
20. Take action authorized during Administrator's absence and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in an appropriate manner.
21. Such other duties as may be determined by the administrative staff within parameters of the master agreement, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Master Agreement

EVALUATION: Performance of this job will be formally evaluated at least once every three years by the principal. Informal evaluation and goal setting will take place annually between the dean of students and principal.

ADOPTED: 7/15/02

READOPTED: 5/19/03

**HIGH SCHOOL ACTIVITIES DIRECTOR / ASSOCIATE PRINCIPAL**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Degree in Educational Administration.
  3. Strong background in athletics/co-curricular activities.
  4. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
  5. Working knowledge of rules & regulations governing co-curricular programs such as WIAA, WSMA, etc.
  6. Working knowledge of first aid/CPR training practices as they pertain to sports programs.
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
  8. Must have varsity athletic experience as a head coach or varsity assistant.

REPORTS TO: High School Principal

SUPERVISES: High School certified and non-certified staff as assigned by the high school principal.

JOB GOAL: To provide positive leadership in the coordination and administration of the district's co-curricular programs, coordinate facilities usage, implement a progressive and innovative educational delivery system at West De Pere High School and utilize effective leadership, supervisory, organizational, and human relation skills to promote the maximum educational development of each student at West De Pere High School.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Implement the goals and objectives of the high school curriculum.
4. Serve as an administrative member on committees as assigned
5. Attend school board meetings as required.
6. Participate in the personnel assignment process. (Academic, co-curricular, supervisory, etc.)
7. Supervise and evaluate personnel as assigned by the high school principal.
8. Set the goals and direction for the entire district's activities program K-12, and implement the philosophy.
9. Participate in the recruiting, hiring, goal setting, evaluation, and termination of personnel for co-curricular activities.
10. Supervise and evaluate co-curricular student activity staff and other staff as assigned.
11. Consult with principals on co-curricular activity matters related to their respective buildings as well as maintaining/coordinating an activity calendar for the district.
12. Collaborate with K-8 athletic coordinator, student activities advisors/coaches/other staff, and principals to assure proper K-12 vertical/horizontal coordination of student activities.
13. Promote and maintain effective communication and a public relations program regarding co-curricular activities, to include periodic reports to the district administration and school board regarding activity programs.
14. Act as liaison between the community, youth programs, and parent support groups for co-curricular activities and the school district.
15. Be responsible for administration of the co-curricular code. Conduct annual reviews of the code, recommending revisions as indicated. Insure that each activity advisor fully informs the participants of that activity of the requirements of the code.
16. Ensure equitable opportunity, involvement, and treatment of participants in co-curricular programs.
17. Assume shared responsibility with administration for student management.

**HIGH SCHOOL ACTIVITIES DIRECTOR / ASSOCIATE PRINCIPAL**

18. Implement and communicate to staff school board policies, student handbooks, and administrative rules and regulations.
19. Remain informed of legal issues pertaining to student activity programs and school policies; keep staff advised.
20. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
21. Continue education through post graduate classes, district staff development, professional seminars, workshops, and conferences.
22. Develop and maintain a safety and staff development program for all student activity advisors/coaches, to include compliance with federal, state, conference, and district safety requirements. This shall include appropriate training and techniques in first aid and CPR.
23. Schedule and coordinate all district co-curricular activities, facilities use, officials, and maintenance of facilities. Maintain activity schedules, annual calendars, and future schedules.
24. Attend home activities events and/or arrange for proper supervision of such events by a game manager or appointed designee. Assist in the supervision of students at co-curricular activities.
25. Prepare facilities for performances and contests.
26. Coordinate the use of all facilities in the school district with the respective building principals by groups outside the school such as booster clubs, city recreation department, and other activity based organizations.
27. Arrange for co-curricular activity transportation.
28. Obtain contest officials and arrange for payment of officials.
29. Coordinate ticket sales and fees connected with student activity programs.
30. Prepare annual co-curricular activities budget, which includes a staffing plan in cooperation with administration.
31. Process all student activity purchase orders.
32. Establish procedures for the control of the training room.
33. Coordinate efforts of the contracted trainer in various sport areas.
34. Plan, organize and supervise all co-curricular activities awards programs.
35. Supervise fund raising and concession facilities.
36. Maintain an accurate activity program equipment inventory.
37. Attend local, district, and state co-curricular related events, meetings, and conferences.
38. Maintain current participation rosters.
39. Arrange for visiting teams, competitions, and participants.
40. Be responsible for standards and procedures for student conduct at events and activities and while being transported to and from events.
41. Assure that participants meet all requirements for valid participation in activities; physicals, insurance, participation contracts, attendance, and academic standards.
42. Direct athletic facility and field preparation, maintenance and/or improvement. Supervise district custodial/groups personnel in this regard.
43. Work with all booster organizations to coordinate fund raising activities and activities in general to insure compliance with WIAA, building, district and Title IX policies and procedures.
44. Perform additional tasks and assume other responsibilities as assigned by the High School Principal.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually by the High School Principal, in collaboration with building principals.

**CROSS REFERENCE:** 2420 - Line of Responsibility

ADOPTED: 5/19/03

REVISED: 1/15/04

REVISED: 12/16/09

READOPTED: 3/20/13



**MIDDLE SCHOOL PRINCIPAL**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Superintendent

JOB GOAL: To provide positive leadership in the implementation of a progressive and innovative educational delivery system at West De Pere Middle School. To utilize effective leadership, supervisory, organizational, and human relations skills to promote the maximum educational development of each student at West De Pere Middle School.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Supervises and administers the middle school educational program in all its facets.
4. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
5. Supervises all professional, paraprofessional, administrative, non-professional, and substitute personnel affiliated with the school.
6. Assists in the recruiting, screening, hiring, training, assigning and evaluating of the middle school's staff. Written performance evaluations of all school personnel shall be completed as per board policies and state statute. Such evaluations must be filed with the Superintendent.
7. Delegates authority to responsible personnel to assume responsibility for the school during the principal's absence.
8. Assumes responsibility for the attendance, conduct, and health of students.
9. Assumes responsibility for the school's co-curricular program.
10. Advises the district office on activities in the school.
11. Supervises the preparation and submission of reports required by the district office.
12. Assists in the preparation and management of the middle school budget
13. Supervises the maintenance of accurate records on the progress and attendance of students.

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**MIDDLE SCHOOL PRINCIPAL**

14. Assists in the formation of curriculum and other objectives for the school program.
15. Develops methods for evaluating student progress toward stated educational objectives.
16. Assists in the formation and direction of staff development activities.
17. Develops a program of public relations in order to further the community's understanding and support of the educational program.
18. Schedules classes within established guidelines to meet student needs.
19. Works with various members of the administrative staff on school problems of more than in-school importance, such as transportation, special services, etc.
20. Conducts staff meetings to keep members informed of policy changes, new programs, district goals and initiatives, etc.
21. Supervises the daily use of the school facilities for all school and non-school related purposes.
22. Provides for adequate inventories of property under the principal's jurisdiction and the security of and accountability of that property.
23. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.
24. Assists with the district summer school program.
25. Assumes responsibility of any federal/state programs within the building.
26. Represent the middle school on County Truancy, At-Risk, and Education for Employment committees.
27. Coordinates building emergency plans.
28. Performs additional tasks and assumes other responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated by the Superintendent as per the Wisconsin Department of Public Instruction Educator Effectiveness System evaluation process.

**CROSS REFERENCE:** 2420 - Line of Responsibility

ADOPTED: 4/1/93

REVISED: 8/20/98, 12/17/98, 8/19/99, 5/19/03

READOPTED: 5/17/04

REVISED: 2/18/15

READOPTED: 3/18/15

**MIDDLE SCHOOL ASSOCIATE PRINCIPAL/ACTIVITIES DIRECTOR**

- QUALIFICATIONS:**
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

Additional Preferred Qualifications:

1. Knowledge and/or training in athletic programs.
2. Previous successful athletic coaching experience at either the middle school or high school level.
3. Demonstrated leadership in the building, organizing, running, and performance in coordinating co-curricular activities.

**REPORTS TO:** Middle School Principal

**SUPERVISES:** Middle School certified/non-certified staff as assigned by the Middle School Principal.

**JOB GOAL:** To provide positive leadership in the implementation of a progressive and innovative educational delivery system at West De Pere Middle School.

To utilize effective leadership, supervisory, organizational, and human relation skills to promote the maximum educational development of each student at West De Pere Middle School.

To utilize effective leadership, supervisory, organizational, and human relation skills to promote the coordination of the K-8 co-curricular programs in the West De Pere School District.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be an advocate of children of the school district.
4. Implement the school district philosophy, policies, administrative rules, Middle School mission and policies, and the Middle School curriculum.
5. Serve as the building administrator in the absence of the principal. Take action authorized during Administrator's absence and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in an appropriate manner.
6. Assist in the operation of the Middle School, including master schedule, staffing, curriculum development/implementation, daily routine, supervision, etc.

**MIDDLE SCHOOL ASSOCIATE PRINCIPAL/ACTIVITIES DIRECTOR**

7. Serve as a member of the Team Leaders' Council.
8. Serve as an administrative member on assigned committees and work with outside agencies (police liaison, advocates, etc.) for the common good of the District.
9. Supervise and evaluate personnel as assigned by the Middle School Principal.
10. Supervise and administer student discipline policies and procedures
11. Supervise and administer student attendance policies and procedures.
12. Develop an action plan for students that were suspended for behavioral issues and/or attendance issues to improve the students' situation.
13. Monitor the supervision of students on campus, including co-curricular activities, student assemblies, and the coordination of QRS, lunch, hallway, bus, and other supervision responsibilities and assignments.
14. Coordinate Middle School student assistance programs including CWD and At-Risk.
15. Coordinate building emergency plans as per the District's Crisis Plan.
16. Assist in planning and implementation of professional staff development programs.
17. Direct the development and coordination of Student Orientation Programs.
18. Assist Student Councils in the development of Spirit Week program.
19. Encourage and maintain parental involvement at the Middle School.
20. Work with PACT and Booster Clubs to promote middle school athletic programs.
21. Assist the District's Director of Student Activities by supervising the middle school's co-curricular program and how the program will transition into the high school co-curricular program.
22. Be responsible for scheduling all co-curricular contests, securing of officials and staff workers, and record keeping for payroll purposes.
23. Coordinate the use of facilities among the various co-curricular teams.
24. Administrate and implement training rules in coordination with administrators and coaches.
25. Supervise and keep a current inventory of all co-curricular equipment and supplies

**MIDDLE SCHOOL ASSOCIATE PRINCIPAL/ACTIVITIES DIRECTOR**

26. Arrange transportation for all co-curricular events.
27. Assume responsibility for assuring the preparation of facilities for co-curricular contests.
28. Share supervisory responsibilities at co-curricular contests in cooperation with the administrative staff or game manager.
29. Assist the Director of Student Activities in hiring process, evaluation process and professional development training opportunities of co-curricular coaches/advisors.
30. Be responsible for all eligibility lists, physical exam cards, state report forms, tournament entry forms, expense vouchers, etc.
31. Assist the Director of Student Activities in the development of the all co-curricular budgets and supervise all co-curricular requisitions.
32. Report to the Director of Student Activities for district wide coordination of co-curricular activities, communication, and program development.
33. Attend school board meetings as required.
34. Conduct co-curricular matters in keeping with the policies of the Board of Education and the due process rights of the students and staff.
35. Assist with summer school activities at the local building.
36. Be an active member in professional educational organizations. Continue education through post graduate classes, district staff development, professional seminars, workshops, and conferences.
37. To perform other duties that are self-initiated or that may be assigned by the Middle School Principal.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually by the Middle School principal.

**CROSS REFERENCE:** 2420 – Line of Responsibility

ADOPTED: 7/19/04

REVISED: 4/15/08

READOPTED: 5/21/08

**ELEMENTARY SCHOOL PRINCIPAL**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education..
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Superintendent

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Supervise and administer the school's educational program in all its facets. (Westwood Principal will serve as administrator at the Phantom Knight School of Opportunity.)
4. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
5. Supervise all professional, paraprofessional, administrative, non-professional, and substitute personnel attached to the school.
6. Assist in the recruiting, screening, hiring, training, assigning and evaluating of the elementary school's staff. Written performance evaluations of all school personnel shall be completed as per board policies and state statute. Such evaluations must be filed with the Superintendent.
7. Delegate authority to responsible personnel to assume responsibility for the school during their absence.
8. Assume responsibility for the attendance, conduct, and health of students.
9. Supervise and evaluate the school's extra-curricular program.
10. Advise the district office on activities in the school.
11. Supervise the preparation and submission of reports required by the district office.
12. Assist in the preparation and management of the elementary school budget.

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**ELEMENTARY SCHOOL PRINCIPAL**

13. Supervise the maintenance of accurate records on the progress and attendance of students.
14. Assist in the formation of curriculum and other objectives for the school program.
15. Develop methods for evaluating student progress toward stated educational objectives.
16. Assist in the formation and direction of staff development activities.
17. Develop a program of public relations in order to further the community's understanding and support of the educational program.
18. Program classes within established guides to meet student needs.
19. Work with various members of the administrative staff on school problems of more than in-school importance, such as transportation, special services, etc.
20. Conduct staff meetings to keep members informed of policy changes, new programs, etc.
21. Supervise the daily use of the school facilities for both academic and non-academic purposes.
22. Provide for adequate inventories of property under their jurisdiction and the security of and accountability of that property.
23. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.
24. Assist with the district summer school program.
25. Assume responsibility for the district Title I programs and any other federal/state programs within their building.
26. Perform additional tasks and assume other responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated by the Superintendent as per the Wisconsin Department of Public Instruction Educator Effectiveness System evaluation process.

**CROSS REFERENCE:** 2420 - Line of Responsibility

ADOPTED: 3/16/89

REVISED: 4/1/93, 10/17/96, 12/17/98. 5/17/03, 5/17/04, 7/19/11

REVISED: 2/18/15

READOPTED: 3/18/15

**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL/SUMMER SCHOOL DIRECTOR**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Elementary School Principal

SUPERVISES: Elementary certified and non-certified staff as assigned by the Elementary School Principal.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist the elementary principal in supervising and administering the school's educational program.
4. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
5. Assist in supervising all professional, paraprofessional, administrative, non-professional, and substitute personnel of the school.
6. Assist in the recruiting, screening, hiring, training, assigning and evaluating of the elementary school's professional staff.
  - a) Primary responsibility for the development of the teacher duty roster for student supervision.
  - b) Assist in the scheduling of class and teacher room assignments.
7. Assume responsibilities in the absence of the elementary principal.
8. Assist in the attendance, conduct, and health of elementary students.
  - a) Assist the elementary principal in implementing orientation programs for new students and parents.
  - b) Assist in the development and annual review of a student/parent handbook outlining policies, procedures and expectations for all elementary students.
  - c) Assist the elementary principal in informing parents about student rules, regulations, rights and responsibilities.
  - d) Assist the elementary principal in lunch management and supervision.
  - e) Assume responsibility for the administration and coordination of emergency plans (tornado, fire, bomb threat).



**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL/SUMMER SCHOOL DIRECTOR**

9. Assist in supervising and evaluating the elementary school's extra curricular program.
  - a) Coordinate all school field trips and excursions.
10. Advise the district office of activities in the school.
11. Assist in supervising the preparation and submission of reports required by the district office.
12. Assist in the preparation and management of the elementary school budget.
13. Assist in supervising the maintenance of accurate records on the progress and attendance of students.
14. Assist in the formation of curriculum and other objectives for the school program.
15. Assist to develop methods for evaluating student progress toward stated educational objectives.
16. Assist in the formation and direction of staff development activities.
17. Assist with the development of a program of public relations in order to further the community's understanding and support of the educational program.
  - a) Recognize students for achievement through announcements, letters, awards, newspaper articles, or other appropriate means.
  - b) Assist the elementary principal in meetings with parents on school issues.
18. Assist with programming classes within established guides to meet student needs.
19. Work with various members of the administrative staff on school problems of more than in-school importance, such as transportation, special services, etc.
20. Assist in conducting staff meetings to keep members informed of policy changes, new programs, etc.
21. Supervise the daily use of the school facilities for both academic and non-academic purposes.
22. Coordinate the scheduling of all auxiliary activities such as vision and hearing screening, school pictures, and district screening of four year olds.
23. Assist to provide for adequate inventories of property under his/her jurisdiction and the security of and accountability of that property.
  - a) Assist in the long-range planning for capital equipment and building renovation needs.
  - b) Assist in the responsibility for the supervision and scheduling of custodial services.
  - c) Assist in the supervision of buildings and grounds maintenance.

**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL/SUMMER SCHOOL DIRECTOR**

24. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.
25. Assume the responsibility for the district summer school program: planning, budget, scheduling, communication, supervision and evaluation of staff.
26. Assist with the responsibility of the district Title I programs and any other federal/state programs within the elementary school.
27. Perform such other tasks and responsibilities as may from time to time be assigned by the elementary principal.

TERMS OF EMPLOYMENT: 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the elementary school principal.

CROSS REFERENCE: 2420 - Line of Responsibility

ADOPTED: 7/18/96  
REVISED: 10/17/96  
REVISED: 10/15/98  
READOPTED: 5/19/03  
REVISED: 5/21/08  
REVISED: 9/20/11  
READOPTED: 12/18/17

**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL / 4K DIRECTOR**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Elementary School Principal

SUPERVISES: Elementary certified and non-certified staff as assigned by the elementary school principal.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist the elementary principal in supervising and administering the school's educational program.
4. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
5. Assist in supervising all professional, paraprofessional, administrative, non-professional, and substitute personnel of the school.
6. Assist in the recruiting, screening, hiring, training, assigning and evaluating of the elementary school's professional staff.
  - a) Primary responsibility for the development of the teacher duty roster for student supervision.
  - b) Assist in the scheduling of class and teacher room assignments.
7. Assume responsibilities in the absence of the elementary principal.
8. Assist in the attendance, conduct, and health of elementary students.
  - a) Assist the elementary principal in implementing orientation programs for new students and parents.
  - b) Assist in the development and annual review of a student/parent handbook outlining policies, procedures and expectations for all elementary students.
  - c) Assist the elementary principal in informing parents about student rules, regulations, rights and responsibilities.
  - d) Assist the elementary principal in lunch management and supervision.
  - e) Assume responsibility for the administration and coordination of emergency plans (tornado, fire, bomb threat).

**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL / 4K DIRECTOR**

9. Assist in supervising and evaluating the elementary school's extra curricular program.
  - a) Coordinate all school field trips and excursions.
10. Advise the district office of activities in the school.
11. Assist in supervising the preparation and submission of reports required by the district office.
12. Assist in the preparation and management of the elementary school budget.
13. Assist in supervising the maintenance of accurate records on the progress and attendance of students.
14. Assist in the formation of curriculum and other objectives for the school program.
15. Assist to develop methods for evaluating student progress toward stated educational objectives.
16. Assist in the formation and direction of staff development activities.
17. Assist with the development of a program of public relations in order to further the community's understanding and support of the educational program.
  - a) Recognize students for achievement through announcements, letters, awards, newspaper articles, or other appropriate means.
  - b) Assist the elementary principal in meetings with parents on school issues.
18. Assist with programming classes within established guides to meet student needs.
19. Work with various members of the administrative staff on school problems of more than in-school importance, such as transportation, special services, etc.
20. Assist in conducting staff meetings to keep members informed of policy changes, new programs, etc.
21. Supervise the daily use of the school facilities for both academic and non-academic purposes.
22. Coordinate the scheduling of all auxiliary activities such as vision and hearing screening, school pictures, and district screening of four year olds.
23. Assist to provide for adequate inventories of property under his/her jurisdiction and the security of and accountability of that property.
  - a) Assist in the long-range planning for capital equipment and building renovation needs.
  - b) Assist in the responsibility for the supervision and scheduling of custodial services.
  - c) Assist in the supervision of buildings and grounds maintenance.
24. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.

**SCHOOL DISTRICT OF WEST DE PERE**

**2355  
(con't)**

**ELEMENTARY SCHOOL ASSOCIATE PRINCIPAL / 4K DIRECTOR**

25. Assume the responsibility for the district 4K program: planning, budget, scheduling, communication, supervision and evaluation of staff.
26. Assist with summer school activities at the local building.
27. Assist with the responsibility of the district Title I programs and any other federal/state programs within the elementary school.
28. Perform such other tasks and responsibilities as may from time to time be assigned by the elementary principal.

TERMS OF EMPLOYMENT: 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the elementary school principal.

CROSS REFERENCE: 2420 - Line of Responsibility

ADOPTED: 4/15/08

**DIRECTOR OF STUDENT SERVICES**

- QUALIFICATIONS:**
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

**REPORTS TO:** Superintendent

**JOB GOAL:** To provide leadership in developing sound educational programs for children who have not benefitted sufficiently from regular education alone.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Contribute to the development of the total school philosophy of education.
4. Assist in the development and adoption of school policies in the areas of special education, ELL (English Language Learners), At Risk, Indian Education, nursing, counseling and AODA.
5. Advise and inservice the Board, the administrative team, the staff, and the public on special education issues such as FAPE (Free and Appropriate Public Education) and LRE (Least Restrictive Environment) and issues related to At Risk including AODA & Title VII Indian Education programming, nursing and counseling programs and other student services programs (ie homeless, psychology, ELL).
6. Maintain a pro-active attitude of preventing and/or resolving conflicts that may arise with parents in the process of referral, evaluation and placement of special education, ELL, or At Risk students.
7. Supervise, coordinate and evaluate all district operated student services programs and directs the allocation of resources as needed to meet federal/state compliance requirements.
8. Consult and coordinate with outside agencies such as county Human Services and other community agencies to develop appropriate plans for serving students as necessary.
9. Coordinate with the Brown County Children with Disabilities Education Board to provide special education services to West De Pere students in pre-school programs and programs for students with cognitive disabilities.
10. Coordinate Title VII and Oneida Youth Education Services (YES) program initiatives.
11. Coordinate instructional programs for homebound or hospitalized students.

**SCHOOL DISTRICT OF WEST DE PERE**

**2360  
(con't)**

**DIRECTOR OF STUDENT SERVICES**

12. Recruit, select, and recommend for hiring all student services personnel in collaboration with building principals.
13. Supervise and evaluate all student services personnel in consultation with building principals.
14. Assume responsibility for Individual Educational Plan (IEP) fiscal management and for compiling and maintaining all required plans, reports and records, including student records in special education, ELL, At Risk, Indian Education, Nursing and AODA areas.
15. Supervise preparation of attendance reports and similar data necessary for reimbursement of funds, collection of tuition for out-of-district students, open enrollment for students with disabilities, and similar fiscal matters.
16. Develop budget recommendations and provide expenditure control over IDEA budgets for special education and other student services program funding as appropriate.
17. Maintain a permanent inventory of equipment purchased for special education through IDEA funds.
18. Serve as district designee on discrimination issues brought against the district.
19. Provide District coordination of Section 504 of the Rehabilitation Act of 1973.
20. Consult with parents or guardians and students enrolled in special education, ELL and At Risk programs. Make appropriate inservice opportunities available to them.
21. Receive referrals for expulsion from school administration; coordinate the student case if the recommendation is an abeyance of expulsion.
22. Assume responsibility for grant writing and management, to include, but not be limited to, special education, At Risk, Indian Education and AODA areas.
23. Assume responsibility for grant writing and management of federal, state, and/or other Indian education grants.
24. Assume responsibility for own professional growth and development, and provide staff development opportunities for all professional staff under the position's supervision.
25. Perform additional tasks and assume other responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually by the Superintendent.

**CROSS REFERENCE:** 2420 - Line of Responsibility

ADOPTED: 5/16/96

REVISED: 12/17/98, 3/21/02, 5/19/03, 5/21/08, 9/20/11, 4/16/15

REVISED: 3/23/16

READOPTED: 4/18/16

**DIRECTOR OF CURRICULUM**

- QUALIFICATIONS:
1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
  2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.

REPORTS TO: Superintendent

- JOB GOAL:
1. To provide leadership in the improvement of instruction and student achievement throughout the district.
  2. To provide leadership and coordination in the district staff development program.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Provide leadership in the development, implementation, and evaluation of curriculum standards, instructional strategies, and assessment practices.
4. Develop, propose, and monitor the sections of the budget that pertain to curriculum standards, instructional strategies, assessment practices, and staff development
5. Keep abreast of developments in curriculum standards, assessment practices, and instructional strategies and furnish leadership in determining their appropriateness for inclusion in the District educational program.
6. Communicate the approved curriculum software to the professional staff and maintain a list of approved instructional materials.
7. Work with the principals and staff committees to ensure the PreK-12 continuity and articulation of the scope and sequence in standards, instructional, and assessment activities.
8. Assist building principals by supporting teachers in their classrooms and offering insights for the enhancement of teaching-learning processes.
9. Study and evaluate in conjunction with staff and administration and, as appropriate, recommend adoption of new instructional materials, methods, and programs.
10. Assume a leadership role with building principals in the development of recommendations to the Superintendent for new curriculum as mandated by the legislature or the Board.



**DIRECTOR OF CURRICULUM**

11. Recommend to the Superintendent, the addition of new courses, grade placement of courses, credit allowances for courses, and graduation requirements.
12. Work in conjunction with building principals and data teams for accomplishing district and building goals.
13. Supervise the programs and activities of district resource staff in regard to Reading and Math intervention.
14. Supervise and coordinate with building principals, the staff development activities and programs within the district.
15. Assume responsibility for all state/federal programs, reports, and new grants which are district wide in nature.
16. Supervise the programs and activities of the Director of Teaching and Learning to include district assessment and gifted & talented programming.
17. Supervise the activities and staff of the Gifted and Talented committee and program.
18. Supervise the programs and activities of district resource staff for Library/Media Program/Specialist.
19. Work in collaboration with the Director of Student Services to supervise the activities and staff of the ELL (English Language Learners), Oneida YES, and Title VII programs.
20. Direct the creation of and edits for publication of all curriculum guides and materials prepared by and to be distributed among instructional staff.
21. Perform additional tasks and assume other responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually by the Superintendent.

**CROSS REFERENCE:** 2420 – Line of Responsibility

ADOPTED: 7/16/08  
REVISED: 7/21/10  
REVISED: 2/18/15  
READOPTED: 3/18/15

EMERGENCY DECISIONS

Recognizing that circumstances arise in which decisions must be made in the absence of the Superintendent, the Superintendent will assign an administrator or the following chain-of-command will be designated:

School Business Manager  
High School Principal  
Middle School Principal  
Elementary Principal  
Director of Curriculum  
Associate Principal  
Director of Student Services

The designated staff person shall serve as spokesperson for the district and communicate with the other administrators, school attorney, and School Board President as appropriate. The designee shall also convene and chair any administrative meeting required to address such situations and follow the concepts and parameters as established in Crisis Policy #6114 as well as review district policies and administrative rules for appropriateness.

CROSS REFERENCE:       6112.1 - Emergency School Closings  
                              6114 - Crisis Post Vention Policy  
                              9210 - Board President  
                              9220 - Board Officers

ADOPTED: 3/21/91

REVISED: 7/15/93

REVISED: 11/19/98

READOPTED: 12/17/98

LINE OF RESPONSIBILITY

Each employee in the district is responsible to the Board through the superintendent.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters directly to the Superintendent when necessary.

An employee's immediate supervisor is stated in the "Reports to" section of their job description.

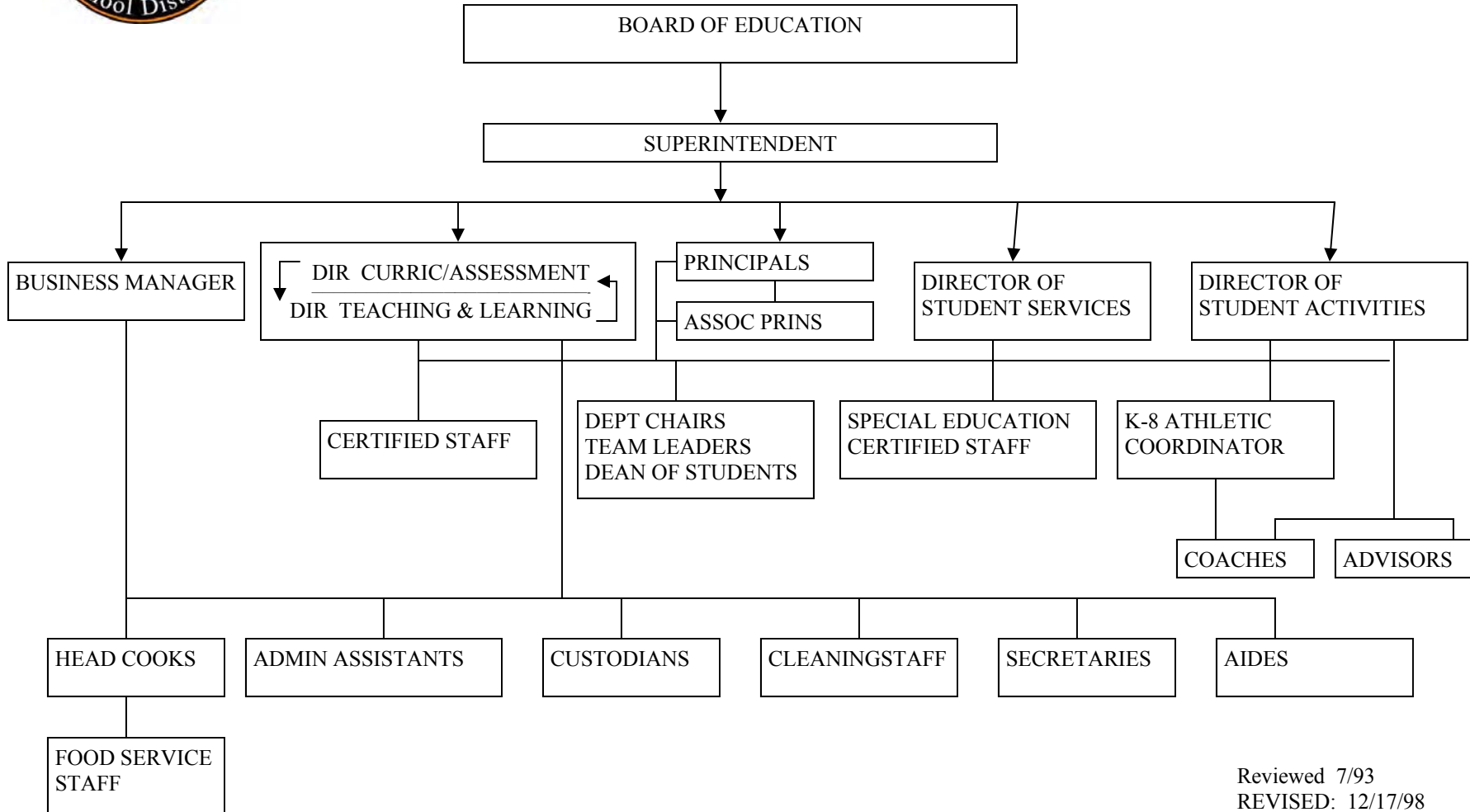
CROSS REFERENCE:       Policy 1118 - PUBLIC COMPLAINTS  
                              Policy 2400 - EMERGENCY DECISIONS  
                              MASTER AGREEMENTS  
                              JOB DESCRIPTIONS

APPROVED: 11/20/72  
REVISED: 7/20/83  
REVISED: 2/16/89  
REVISED: 12/17/98  
REVISED: 8/18/03

READOPTED: 9/15/03



LINE OF RESPONSIBILITY



Reviewed 7/93  
REVISED: 12/17/98  
REVISED: 9/15/03  
REVISED: 7/16/08

**ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY**

In cases where emergency action must be taken within the school system and where the Board has provided no guidelines for administrative action, the Superintendent shall have power to act. The Superintendents decision could be reviewed by the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for related policy.

ADOPTED: 11/20/72

REVISED: 11/19/98

READOPTED: 12/17/98