

**SERIES 200 – ADMINISTRATION
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222 ADMINISTRATIVE CONTRACTS¹

- I. A district administrator employed by the Board of Education will be responsible for organizing the School District in an efficient manner under the guidelines set up by the policies of the Board of Education. It is legal under the Wisconsin State Statutes to employ a District Administrator on a two- or three-year contract. The contract may be renewed annually at the discretion of the Board of Education regardless of the length of the original contract to ensure stability and continuity for the School District.
- II. The Administrator of Business Services shall be employed on a contract term not to exceed 2 years beginning on the first day of July each year.

¹ Legal Reference: Section 118.24 Wisconsin Statutes
Approved: 2/22/99

222 RULE ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES²

- I. Attendance of administrators to local, state, and national educational or co-curricular meetings, conferences or events are subject to budget appropriation. All reasonable expenses incurred for attending such conferences and meetings, and events will be paid by the Board of Education. Expenses will be submitted to the Administration Office upon completion of the event.
- II. Administrative Conferences
 - A. District Administrator
 - 1. State Department of Public Instruction– annually
 - 2. State WASDA– annually
 - 3. National conference or convention– annually
 - 4. Appropriate seminars and other conferences - as outlined via contract and policy.
 - B. Administrator of Business Services
 - 1. State Association– annually
 - 2. National conference or convention- alternate years
 - 3. Appropriate seminars and other conferences as directed and approved by the District Administrator
 - C. Director of Special Education and Director of Instruction
 - 1. State Department of Public Instruction– annually
 - 2. State Association meeting– annually
 - 3. National conference or convention - on alternate years
 - 4. Other appropriate meetings as directed and approved by the District Administrator
 - D. Principals
 - 1. State Department of Public Instruction – annually
 - 2. State Association Meeting – annually
 - 3. National conference or convention – 3 years
 - 4. Other appropriate meetings as directed and approved by the District Administrator
 - E. Assistant Principal
 - 1. State Association meeting annually
 - 2. Other appropriate meetings as directed and approved by the District Administrator

² Legal Reference: Sections 118.24(5), 121.02(1)(6) Wisconsin Statutes
Approved: 2/22/99

F. Athletic Director

1. State Association meeting annually
2. Other appropriate meetings as directed and approved by the District Administrator

District Administrator Evaluation³

- A. Each Board member shall file an evaluation form with the President of the Board annually (January).
- B. Following the completion of A, the President of the Board shall hold a conference with the District Administrator apprising him/her of the results of the cumulative evaluation and particularly apprising the District Administrator of those areas in which the Board consensus notes a below-average performance.
- C. The District Administrator shall submit and review with the Board annually (August) the long and short-range goals that he/she deems necessary to maintain and/or improve the present and future quality of the School District.

³ Legal Reference: Sections 118.24, 121.02(1)(q) Wisconsin Statutes
PI 8.01 (2)(q) Wisconsin Administrative Code
Cross Reference: 231, District Administration (Job Description)
Approved: 2/22/99

225.1 EVALUATION OF ADMINISTRATIVE STAFF⁴

- I. Administrator of Business Services Evaluation
 - A. The District Administrator shall file an evaluation form in Administrator of Business Services' personal folder annually (August).
 - B. Following the completion of A, the District Administrator shall hold a conference with the Administrator of Business Services apprising him of the results of the evaluation and particularly apprising the Administrator of Business Services of those areas in which the District Administrator would like to see improvement.
 - C. The Administrator of Business Services shall submit and review with the District Administrator as part of the evaluation process-the long and short-range goals that he/she deems necessary to maintain and/or improve present and future business procedures and services for which he/she is responsible.
- II. Principal Evaluation
 - A. The District Administrator shall file an evaluation form in the Principal's personal folder annually (August).
 - B. Following the completion of A, the District Administrator shall hold a conference with the Principal apprising him/her of the results of the evaluation and particularly apprising the Principal of those areas in which the District Administrator notes a below average performance.
 - C. The Principal shall submit and review with the District Administrator, as part of the evaluation process, the long and short- range goals that he/she deems necessary to maintain and/or improve the present and future quality of the education provided in the grade levels of which he/she is responsible.
- III. Director of Instruction Evaluation
 - A. The District Administrator shall file an evaluation form in the Director of Instruction's personal folder annually (February).
 - B. Following the completion of (A.), the District Administrator shall hold a conference with the Director of Instruction apprising him/her of the results of the evaluation and particularly apprising the Director of Instruction of those areas in which the District Administrator notes a below average performance.
 - C. The Director of Instruction shall submit and review with the District Administrator annually (second Monday in January) the long- and short-range goals that he/she deems necessary to maintain and/or improve the present and future quality of the education provided in the grade levels of which he/she is responsible

⁴ Legal Reference: Sections 118.24, 121.02(1)(9) Wisconsin Statutes

PI 8 01(2)(q). Wisconsin Administrative Code

Cross Reference: 232 Administrator of Business Services Job Description

233 Principal Job Descriptions

Director of Instruction

Director of Special Education

Approved: 3/9/98

Revised: 2/22/99

230 ADMINISTRATIVE TEAM

231 DISTRICT ADMINISTRATOR⁵

I. Job Description

- A. A district administrator employed by the Board of Education will be responsible for organizing the School District in an efficient and effective manner under the guidelines set forth by the policies of the Board of Education. Also, the administrator shall be responsible for day-to-day oversight of the district, ensuring compliance with necessary laws and regulations. One of the primary functions of the District Administrator is to understand all aspects of the educational institution and the various stakeholders toward proper recommendations to the Board of Education. It is legal under the Wisconsin State Statutes to employ a District Administrator on a two- or three-year contract. The contract may be renewed annually at the discretion of the Board of Education regardless of the length of the original contract to ensure stability and continuity for the School District.

II. Qualifications

- A. The District Administrator shall meet those qualifications established by the Wisconsin Department of Public Instruction.

III. Reports To:

- A. The Board of Education

IV. General Duties and Responsibilities

A. Financial / Budget Planning

- 1. The District Administrator shall annually prepare a budget for the Board of Education based on the educational needs of the District.
 - a. Works with Business Manager to recommend a budget and proper expenditures, determines funds are spent wisely and that adequate control and accounting procedures are maintained.
 - b. Appropriately allocates funds that benefit student learning and future programming opportunities.
 - c. Works with Business Manager to ensure maintenance and safety of buildings are properly budgeted and expended.
 - d. Remains current on legislation, negotiations, and or other legal requirements that impact budget forecasting and budget adjustments.
 - e. Works with necessary personnel to project a vision for the future of the District, including, but not limited to, enrollment projections, revenue limit projections, class size projections, staffing trends and needs, proper certifications of staff, seniority

⁵ Legal Reference: Sections 121.02(1)(a), (q), 118.24 Wisconsin Statutes
PI 3 Wisconsin Administrative Code 8.01(2)(q)

Approved: 2/22/99
Revised: 10/25/10

lists, instructional needs, student needs, and staff negotiation package projections.

- f. Develops additional projections and timelines as needed for referendums to meet district financial shortfalls for maintenance, building and grounds, operational expenses, safety, and instructional and staffing needs.

B. Personnel

1. The District Administrator is accountable for the assignment of all personnel. The District Administrator will recommend all professional personnel for appointment, subject to the approval of the Board of Education. In addition, he/she is accountable toward ensuring proper supervision procedures of all employees of the School District. The District Administrator may delegate such authority/responsibilities to others, but by doing so does not avoid his/her accountability.
 - a. Develops and executes sound personnel procedures and practices.
 - b. Treats all personnel fairly, without favoritism or discrimination, while insisting on high performance of duties.
 - c. Recruits, hires, and assigns the best available personnel in terms of their competencies.
 - d. Develops a positive and productive working relationship with the Administrative Team and other professional staff while continuing to challenge and expect high levels of performance toward meeting necessary responsibilities for the betterment of students and the community.
 - e. Provides leadership and direction to the Administrative Team enabling them to effectively resolve personnel concerns or problems.
 - f. Evaluates performance of fellow Administrators, providing commendation for good work and constructive suggestions or requirements for needed change or improvement toward meeting the expectation of being the “best.”
 - g. Ensures that each Administrator or person under his/her supervision/evaluation is responsible for carrying out the strategic plan of the District.
 - h. Accountable for ensuring the learning of all students (growth model and attainment model) within the East Troy Community School District by ensuring fellow employees are fulfilling necessary responsibilities. That our intentions are driving results!
 - i. Accountable for oversight of necessary personnel regarding continued curriculum development, best instructional practices and gathering of student achievement data.
 - j. Provides transparency of District data with all necessary stakeholders.

C. Evaluation Policies

1. The District Administrator, with the cooperation of the administrative staff and teaching staff, will be accountable and responsible for executing all school board policies and recommending additional policy additions and or modifications for the East Troy Board of Education to consider. Also, the District Administrators will be accountable for evaluating the educational programs and make periodic reports to the Board of Education or delegate such authority to others.

D. Reports to Board of Education

1. Keeps the School Board informed on issues related to School Board responsibility or decisions the School Board may need to act on.
2. Offers professional advice to the School Board on items requiring School Board action through a clear explanation and analysis.
3. Supports decisions of the School Board with the staff and public.
4. Is willing to disagree respectfully with School Board members in providing professional advice and recommendations on controversial or politically charged issues.
5. District Administrator shall make monthly and annual reports to the Board of Education and other reports that may be requested.
6. District Administrator is responsible for proper notifications of all public meetings that are considered “open” or “closed” under Open Meetings Law (19.81(1)).

E. Community Relations

1. The District Administrator because of his/her position shall be the liaison officer between the School District and the community. The District Administrator shall:
 - a. Gain respect and support of the community on the conduct of school operations.
 - b. Work to establish trust and positive communication.
 - c. Share necessary school information regarding finances and student achievement with the emphasis on continued improvement.
 - d. Assist the community in understanding necessary short-term objectives and long-term strategic planning / initiatives.
 - e. Join and be active in community service clubs.
 - f. Use the local newspaper or other media sources to inform the public of the East Troy Community School District.
 - g. Encourage the use of local resources in the school program.
 - h. Keep the public informed of school policies to avoid misunderstandings.
 - i. Cooperate with other agencies of the community in matters affecting the school.

j. Attend all Board meetings unless otherwise instructed by the Board of Education. The District Administrator, with the help of the administrative assistant shall also carry out all ministerial duties of the Board.

k. Perform other duties as may be assigned by the Board.

F. Personal Qualities

1. Defends principle and conviction in the face of pressure and partisan influence.
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
3. Devotes his/her time and energy effectively to his/her job.
4. Exercises good judgment and seeks appropriate advice and feedback toward making proper decisions. However, understands that final accountability for recommendations to the Board of Education is his/her responsibility.
5. Is customarily suitably attired and well groomed.
6. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events.
7. Maintains his/her professional development by reading, course work, conference attendance, etc.
8. The District Administrator must have conflict resolution skills and the personality and temperament to deal with conflict on a regular basis. The ability to resolve problems often requires School Board support and backing of the District Administrator and clear School Board Policy to provide parameters and guidance for a resolution.

232 ADMINISTRATOR OF BUSINESS SERVICES⁶

- I. Job Description
 - A. Shall be responsible to the District Administrator for the execution of duties assigned.
 - B. Shall hold the proper certification for the position and have had a minimum of three years teaching and/or administrative experience.
 - C. Shall assume all the duties set forth in these policies as well as any related duties assigned by the District Administrator or the Board of Education.
 - D. Attend all meetings of the Board except when his/her own salary or contract is being considered, or when it is deemed unnecessary or inappropriate by the District Administrator or the Board for him/her to attend.
 - E. Responsible for budgeting, purchasing, accounting, office management, and service activities of the School District; including operation, transportation, and food service.
 - F. Responsible for the bookkeeping and accounting procedures within the School District. He/she shall be responsible for the custody and disposition of money and credit. He/she shall make every effort to collect monies due the school district.
 - G. Assist the District Administrator in the preparation of the Annual Budget. He/she shall maintain continuous control of school expenditures as prescribed by the budget. He/she shall submit financial statements to the Board.
 - H. Establish policies relative to the handling of money in the individual schools upon approval of the Board of Education.
 - I. Be familiar with the laws governing school business and ensure compliance with these laws.
 - J. Study and make recommendations regarding the insurance program of the school.
 - K. Assist the District Administrator in the selection, supervision, and assignment of all non-instructional employees, including clerical, operational, transportation, and school lunch personnel.
 - L. Receive applications from outside agencies for use of school property and coordinate building schedules to permit maximum community use.
 - M. Have general supervision of all repairs to buildings and of the maintenance of the land and buildings of the School District.
 - N. Responsible for construction and alteration of buildings in accordance with the plans and specifications approved by the Board.
 - O. Make periodic inspections of school grounds, buildings, and equipment.

⁶ Legal Reference: Sections 118.24, 121.02(1)(a)(q) Wisconsin Statutes
PI 3 Wisconsin Administrative Code 8.01(2)(q)

Approved: 2/22/99

- P. Develop, implement, and coordinate a materials requisition system which permits maximum staff input and involvement.
- Q. Receive all requisitions from school employees. Requisitions for instructional materials, supplies, and equipment shall be approved by the Principal and/or the District Administrator prior to submitting to the Assistant District Administrator for processing. All deletions shall be clearly red-lined and initialed. The Assistant District Administrator shall check all requisitions against appropriate balance in the budget and make purchases only within the limitations of the budget except as expressly authorized by the Board.
- R. Purchase in accordance with requisitions, but where his/her knowledge of markets and materials suggests a reasonable economy in any purchase, he/she shall bring such information to the attention of the requisitioner before purchasing.
- S. Purchase in quantity to take advantage of reduced prices where practical and storage facilities permit.
- T. Advertise for and secure bids or shall solicit quotations for purchases or services wherever competitive prices may result in a savings to the school.
- U. Supervise the preparation and ensure the prompt filing of State and Federal financial reports, transportation reports, and lunch reports.
- V. Coordinate a system of sorting and distributing incoming and interschool mail.
- W. Have the authority to employ on a temporary basis such non-instructional employees as are necessary for the continued efficient and effective operation of the schools.
- X. Keep the District Administrator and the Board informed of any situation or condition that affects the continuity, operation, or efficiency of the schools.
- Y. Keep informed on matters concerning finance, transportation, food service, etc., by attending meetings on such matters and by reviewing all correspondence from agencies responsible for disseminating such information.
- Z. Assist in the area of negotiations with both instructional and non-instructional personnel.

Assume any specific duties directed by the District Administrator and the Board for promoting the effectiveness of the School District.

233 K – 12 PRINCIPAL JOB DESCRIPTION⁷

- I. Job Description
 - A. Principal Grades PK-1
 - B. Principal Grades 2-5
 - C. Principal Grades 6-8
 - D. Associate Principal Grades 9-12
 - E. Principal Grades 9-12
- II. Job Goal
 - A. To ensure that all students and staff demonstrate growth and progress each and every year towards ensuring a quality educational program. The principal will be responsible for ensuring quality teaching in every classroom, implementation of district initiatives at the building level, and instructional leadership that promotes and supports active engaged learning among students and staff
- III. Qualifications
 - A. Minimum of a Master’s Degree or pursuing a Master’s Degree in educational administration.
 - B. Certification or pursuing certification as principal in the State Of Wisconsin.
 - C. Evidence of a minimum of three years of successful teaching experience
- IV. Essential Job Function/Responsibilities
 - A. Standard 1 (Teaching Standards): The administrator has an understanding of and demonstrates competence in the teacher standards.
 1. Instructional Component
 - a. Fosters curriculum development and implementation throughout entire building
 - b. Analyzes relevant data and utilizes as needed in support of student learning
 - c. Monitors, supervises, and evaluates student progress and behavior towards maximizing the learning environment
 - d. Keeps current with research regarding “best practices” in instruction and learning
 - e. Provide feedback by appropriately assessing student learning within classroom, and teaching methods and strategies via supervision and evaluation
 - f. Facilitate academic/social/essential growth of students

⁷ Legal Reference: 118.24, 121.02 (1) (q)
PI 8.01 (2) (q)

Approved: 2/22/09
Revised/Approved: 2/25/08

2. Student Personnel
 - a. Facilitates the identification and planning for all students within building
 - b. Maximizes student learning during the course of a school day
 - c. Creates guidelines that correlate to District policies and procedures regarding student progress and behaviors
 - d. Creates student schedules - schedules that are student centered and within district operations
 - e. Promotes an awareness of individual needs of students, including those who are at risk because of diverse cultures, backgrounds (socioeconomic), lack of exposure to education etc. with District policies and FERPA (Family Education Rights and Privacy Act) regulations
 - f. Monitors, supervises, and assesses student programming within building for all students
 - g. Understands EEN (Exceptional Educational Needs) students IEP's (Individual Education Plan) and monitors implementation of goals and objectives

3. Staff Personnel
 - a. Monitors appropriate supervision and evaluation records while providing necessary feedback towards sustaining highest quality employee
 - b. Responsible for all staff following Board Policies
 - c. Responsible for all staff performing their job duties (job description)
 - d. Utilizes district policies and procedures to identify and fill any vacant staff openings
 - e. Coordinates staff meetings and works directly with the Director of Instruction towards continual professional growth for all staff members
 - f. Maintains appropriate implementation of IEP's between general educational staff and EEN staff

B. Standard 2: The Administration leads by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.

1. Instructional Component
 - a. Supports the implementation of the district mission statement within building
 - b. Supports district strategic plan within building and can identify the implementation of action oriented items

- c. Collects, compares, analyzes, and integrates data in the school which will assist the staff in making decisions about students and their instruction
 - d. Assists the District Administrator and Director of Instruction in the development of new curriculum and instructional methods while being responsible for the implementation and evaluation
 - e. Maximizes all resources towards total efficiency and effectiveness that benefits and promotes student development
2. Student Personnel
- a. Develops individual professional growth plans (PDP- Professional Development Plan) that align to district initiatives, strategic plan, State standards, (District Administrator will assist in specific areas of focus.)
 - b. Assists staff members in the development of PDP's (professional development plan) that align to District Strategic initiatives and State Standards
 - c. Understands and demonstrates the influence of hiring the highest quality candidate by assessing hiring practices
 - d. Communicates progress or lack of progress in building level jobs and district goals to Administration Team
 - e. Informs the District Administrator as to progress or lack of progress regarding learning in the buildings
3. Staff Personnel
- a. Designs realistic goals and objectives and translates them into instructional and support strategies for the building that helps meet all students needs
 - b. Focuses on establishing baseline data and continued improvement
 - c. Keeping the focus on students current needs and the skills needed in the 21st century
 - d. Focuses on rigor and relevance for all students- keeping students interested, challenged, and motivated in their learning
- C. Standard 3: The Administrator manages by advocating, nurturing, and sustaining a school culture and instructional program conducive to pupil learning and staff professional growth.
1. Instructional Component
- a. Focuses professional development, staff meetings, etc. on student learning
 - b. Demonstrates creativity and problem solving techniques
 - c. Understands how to build consensus, but also demonstrates the courage to make decisions
 - d. Ensures staff participation in professional activities

- e. Utilizes space to best support the academic programming and operations of the district
 - f. Models and encourages life-long learning
 - g. Assesses school culture and climate on a regular a basis by getting feedback from all stakeholders
2. Student Personnel
- a. Resolves difficult situations by utilizing appropriate resolution methods
 - b. Demonstrates positive disposition towards helping to energize others
 - c. Identifies safety issues and takes appropriate actions
 - d. Develops and implements plans to assist “a welcoming” environment for all students
 - e. Models and encourages life-long learning
 - f. Assesses school culture and climate on a regular a basis by getting feedback from all stakeholders
3. Staff Personnel
- a. Communicates a positive image of the school by using appropriate verbal and no-verbal communication
 - b. Demonstrates integrity, flexibility, dependability and reliability
 - c. Resolves difficult situations by utilizing appropriate resolution methods
 - d. Focuses professional development, staff meetings, etc. on student learning
 - e. Demonstrates positive disposition towards helping to energize others
 - f. Understands how to build consensus, but also demonstrates the courage to make decisions
 - g. Ensures staff participation in professional activities
 - h. Encourages and develop leadership of others
 - i. Identifies safety issues and takes appropriate actions
 - j. Models and encourages life-long learning
 - k. Assesses school culture and climate on a regular a basis by getting feedback from all stakeholders
- D. Standard 4: The Administration ensures management at the organizations operation, finances, and resources for a safe, efficient, and effective learning environment.
1. Instructional Component

- a. Evaluates and assesses all programs for efficiency and effectiveness in the building towards maximum operation of the district
 - b. Adapts programs to meet student needs and district needs
 - c. Implements all School Board Policies
 - d. Develops and supervises the building level budget with assistance from the Business Manager
 - e. Monitors building level budgets during the school year (Expense Reports)
 - f. Assists the District Administrator and Business Manager in the development of the overall district budget
 - g. Exercises creativity in finding new ways and resources for supporting student learning
 - h. Responds to requests in a timely manner
 - i. Monitors, participates, supervises, evaluates student personal programs (BCT –Building Consultation Team, etc.)
 - j. Acts as LEA (Local Education Agent) at annual IEP’s
 - k. Provides continued input in the development of district long range planning which takes into account the educational, financial and staffing needs of the school district
2. Student Personnel
- a. Implements all School Board Policies
 - b. Coordinates fire drills, tornado drills, and safety of students during lunch hour and recesses
 - c. Implements and supervises district and building level procedures for attendance, discipline, transportation, and safety
3. Staff Personnel
- a. Maintains accurate records of student assignments, providing information as needed
 - b. Oversees the maintenance of all student records
 - c. Meets with necessary staff regarding serious student medical issues. Reporting evidence of “epidemic” outbreaks to School Nurse and District Administrator.
 - d. Implements all School Board Policies
 - e. Implements and conducts a procedure for supervision and evaluation of all staff in the building
 - f. Responsible for initial recommendations regarding renewal or non-renewal of staffing
 - g. Responsible for coordinating fire drills, tornado drills, and safety of students during lunch hour and recesses

- h. Provides continued input in the development of district long range planning which takes into account the educational, financial and staffing needs of the school district
 - i. Delegates duties, responsibilities, and functions when appropriate.
- E. Standard 5: The Administrator understands community needs by working with families and community (collaboration with families and community) members, responding to diverse community interests and needs, and mobilizing community resources.
 - 1. Instructional Component
 - a. Utilizes community resources
 - b. Oversees and monitors the scheduling of events in the building, attempting to maximize use with minimal conflict while implementing district policy
 - c. Promotes, encourages, and requires a “welcoming” environment in the building
 - d. Makes himself/herself visible and approachable for conferences, meetings and daily interactions
 - e. Reaches out to other community groups to create an understanding of education before a need for help
 - f. Provides for effective registration, assignment, and orientation of students before school year begins
 - g. Communicates effectively with parents utilizing district webpage and newsletters
 - 2. Student Personnel
 - a. Utilizes community resources
 - b. Recognizes the individual needs of students, including those who are at risk because of diverse cultures, backgrounds and abilities
 - c. Resolves difficult situations by utilizing resolution methods
 - d. Identifies problems/concerns with stakeholders
 - e. Maintains professionalism at all times by demonstrating proper verbal and non-verbal cues while staying focused on district needs and student needs.
 - f. Promotes, encourages, and requires a “welcoming” environment in the building
 - g. Reaches out to other community groups to create an understanding of education before a need for help
 - h. Provides for effective registration, assignment, and orientation of students before school year begins

- i. Communicates effectively with parents utilizing district webpage and newsletters
 - j. Receives concerns and questions in a positive manner
 - 3. Staff Personnel
 - a. Resolves difficult situations by utilizing resolution methods
 - b. Identifies problems/concerns with stakeholders
 - c. Maintains professionalism at all times by demonstrating proper verbal and non-verbal cues while staying focused on district needs and student needs
 - d. Promotes, encourages, and requires a “welcoming” environment in the building
 - e. Receives concerns and questions in a positive manner
- F. Standard 6: The Administrator acts with integrity, fairness, and in an ethical manner.
 - 1. Instructional Component
 - a. Assesses his/her own professional strengths, accepts the fact weaknesses may exist, design an individual plan of action for improvement, tries various alternatives to recommendations, and implements the plan of action in a timely manner
 - b. Articulates beliefs and behaves in a manner that is congruent with the school’s beliefs and decisions
 - c. Communicates a positive image of the school by appropriate verbal and non-verbal communications
 - d. Protects the rights and confidentiality of students, parents & staff
 - e. Uses appropriate channels for resolution of problems or concerns
 - f. Takes constructive criticism appropriately towards the betterment of the educational institution
 - 2. Student Personnel
 - a. Ensures students have an equal educational opportunity
 - b. Treats people fairly, equitably, and with dignity and respect
 - c. Displays the belief that schools are operated for the benefit of children
 - 3. Staff Personnel
 - a. Treats people fairly, equitably, and with dignity and respect
- G. Standard 7: The Administrator understands, responds to, and interacts with the larger political, social, economic, legal, and cultural contest that affects schooling
- H. Additional Responsibilities: Performs all other duties or special projects as assigned by the District Administrator, Business Manager, and or Director of Instruction

234 DIRECTOR OF INSTRUCTION⁸

- I. Job Description
 - A. Coordinate district K-12 curriculum including overseeing change and innovation. Also coordinate district-wide staff development efforts.
- II. Qualifications
 - A. Minimum of a Master's Degree in Educational field
- III. Organizational Position
 - A. The Director of Instruction will be part of the administrative team and will assume all rights and responsibilities as established by the school board.
 - B. The Director of Instruction will work in cooperation with the building principals including the evaluation of teachers as deemed necessary by the building principals.
 - C. As it relates to K-12 curriculum, the Director of Instruction will have direct supervisory responsibility for all district department heads, grade level coordinators and district coordinators.
 - D. The Director of Instruction is responsible to the District Administrator.
- IV. Duties
 - A. To be responsible for the planning, budgeting, implementation and evaluation of staff development for all K-12 certified personnel.
 - B. To provide leadership to all certified staff in the area of curriculum, instruction and assessment.
 - C. To serve as the primary liaison between the certified staff, administration, board of education, media and community on curriculum, instruction and assessment issues.
 - D. Organize and coordinate the teacher induction program.
 - E. To assume the responsibility as chair of the Steering Committee.
 - F. Coordinate school and district assessments related to curriculum and instruction.
 - G. Coordinate instructional improvement efforts with building teams and curriculum committees.
 - H. Perform other duties as may be assigned by the District Administrator.

⁸ Legal Reference: Sections 118.24, 121.02 (1) (a), (q) Wisconsin Statutes
P1 3 Wisconsin Administrative Code 8.01 (2) (q)

Approved: 6/23/96
Revised: 9/22/99

240 SUPERVISORY PERSONNEL

241 ATHLETIC DIRECTOR⁹

- I. Job Description
 - A. Grades 9-12 Athletic Director
- II. Job Goal
 - A. To ensure that each school age child in grades 9 – 12 has an opportunity to participate in extracurricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of teamwork, sport and the principles of self-discipline. The athletic director will be responsible for the overall District’s extracurricular program in grades 9 – 12.
- III. Qualifications
 - A. Certification as required by the State of Wisconsin
 - B. Knowledge of WIAA rules and K-12 regulations and policies
 - C. Commitment to high standards and ethics
 - D. Preferably experience in school leadership
 - E. Preferably head coaching experience
 - F. Preferably background experience in PK – 12 educational system
 - G. Demonstrates proficient to advanced levels in knowledge, performance skills, and dispositions regarding job responsibilities
 - H. Excellent communication and organizational skills
 - I. Supervisory experience preferred.
- IV. Essential Job Function/Responsibilities
 - A. Department Management/WIAA
 - 1. Supervises implementation of Extracurricular Code and provides recommendation for policy development.
 - 2. Leading or assisting the high school principal with investigation of all athletic code violations. Also, notifying coaches and the athlete’s parents of the violation and consequences.
 - 3. Responsible for WIAA follow-up interpretation and dissemination of information to proper personnel.
 - 4. Assists Business Manager in the development of the athletic budget and is responsible for overseeing the extracurricular budget.

⁹ Legal Reference: Sections 118.19, 121.02(1)(a),(q) Wisconsin Statutes
PI 3 Wisconsin Administrative Code
8.01(2)(q)

Cross Reference: Employee Agreement

Approved: 9/22/99

Revised: 5/14/07, 6/28/08, 10/12/09

5. Advises building level principals and district administrator of any extracurricular related problems.
 6. Works with extracurricular personnel and school administration to publish, implement and update handbooks and codes.
 7. Prepare reports for the district administrator on school district activities (number of programs, participation, number of athletes beginning season and ending season, number of athletic code violations, surveys, etc.) in comparison to previous years.
 8. Responsible for attending board meetings involving athletic proposals, coaching recommendations, discussion of athletic data, etc.
 9. Responsible for supervision and evaluation of Assistant Athletic Director.
 10. Maintain necessary and pertinent athletic records.
- B. Equipment and Facilities
1. Athletic director works in tandem with building and grounds supervisor to determine proper field conditions to conduct event.
 2. Serving as a consultant or advisor on specific construction projects.
- C. Contest Management
1. Recommends to District Administrator and Business Manager the ability to hold or participate in contest with respect to weather.
 2. Arbitrates disputes between coaches.
 3. Responsible for auditing final approval of all issuance of checks for officials, supervisory personnel, transportation, and entry fees.
- D. Students in Athletic Programs
1. Maintains accurate account of all coaches checking on student learning.
 2. Monitors eligibility checks at the end of all grading periods and notify coaches, ineligible athletes, and the athlete's parents on the ineligibility status and the process and timeline by which the athlete can regain their eligibility.
 3. Makes recommendations for athletic and scholastic awards/recognition.
 4. Retains file on student physicals and parental approval. Assistant AD and athletic administrative assistant ensure completeness of each athlete's necessary forms.
 5. Arbitrates disputes between personnel / students / parents if needed.
- E. Personnel
1. Monitors and maintains appropriate supervision and evaluation records of coaches and programs while providing necessary feedback towards sustaining highest quality employee and program.
 2. Responsible for all coaching staff following East Troy Board Policies.
 3. Responsible for all coaching staff performing their job duties.

4. Utilizes district policies and procedures to identify and fill any vacant openings.
5. Ensuring that all coaches background checks were conducted and finalized before any instruction with participants and board recommendation.
6. Makes recommendations to District Administrator regarding employment.

F. Public Relations

1. Arbitrates disputes that result from the community.
2. Represents the District in a positive manner at all times.

G. Additional Responsibilities

1. Performs all other duties or special projects as assigned by the District Administrator or Business Manager.

241.1 ASSISTANT ATHLETIC DIRECTOR¹⁰

- I. Job Description
 - A. 7 – 12 Assistant Athletic Director
- II. Job Goal
 - A. To coordinate all schedules of contests, practices, officials, transportation, and other duties as assigned of all athletic events within the 7 – 12 East Troy Community School District. In addition, responsible for maintaining all inventory and working with the head athletic director in promoting extracurricular opportunities.
- III. Qualifications
 - A. Certification as required by the State of Wisconsin
 - B. Knowledge of WIAA rules and K-12 regulations and policies
 - C. Commitment to high standards and ethics
 - D. Preferably experience in school leadership
 - E. Preferably head coaching experience
 - F. Preferably background experience in PK – 12 educational system
 - G. Demonstrates proficient to advanced levels in knowledge, performance skills, and dispositions regarding job responsibilities
 - H. Excellent communication and organizational skills
 - I. Supervisory experience preferred.
- IV. Essential Job Function/Responsibilities
 - A. Department Management/WIAA
 - 1. Schedules and maintains a calendar of activities for grades 7 – 12 of activities, officials, and transportation.
 - 2. Responsible for rescheduling and properly communicating changes to activities, officials and transportation.
 - 3. Responsible for WIAA follow up interpretation and dissemination of information to proper personnel.
 - 4. Assists Athletic Director in the development of the athletic budget and is responsible for administering the extracurricular budget.
 - 5. Responsible for bringing forth recommendations to the Athletic Director regarding revisions of handbooks and codes.

¹⁰ Legal Reference: Sections 118.19, 121.02(1)(a),(q) Wisconsin Statutes
PI 3 Wisconsin Administrative Code
8.01(2)(q)

Cross Reference: Employee Agreement

Approved: 9/22/99

Revised: 5/14/07, 6/23/08, 10/12/09

6. Works with athletic administrative assistant to determine completeness of each athlete's required WIAA, District, and Health-related forms.
7. Maintains necessary and pertinent athletic records while communicating insufficiencies to the athletic director.
8. Coordinates schedule with head coaches for team pictures.
9. Providing accurate rosters for athletic program events.

B. Equipment and Facilities

1. Works in tandem with building and grounds supervisor to determine proper field conditions to conduct event.
2. Coordinates events and rescheduling of events while consulting with athletic director.
3. Responsible for maintaining and completing inventory of materials, equipment and supplies. Ensuring all equipment is properly stored and reconditioned at the end of each season.
4. Provides athletic director with updates and provides recommendations regarding all equipment inventory purchases.
5. Maintains well organized athletic storage facility.
6. Coordinates needs of events with building and grounds supervisor.
7. Serving as a consultant or advisor to the Athletic Director on specific construction projects.

C. Contest Management

1. Schedules all contests, practice times, and locations and coordinates use of facilities with proper personnel within board policy and administrative expectations.
2. Responsible for maintaining and updating athletic events on district webpage calendar.
3. Contracts officials and works with athletic director in assigning personnel to work as ticket sellers, ticket takers, crowd supervisors, scorers, timers, announcers and for other game management duties as needed.
4. Coordinates, set the expectations for, and maintains a calendar of athletic event workers including crowd supervision.
5. Responsible for financial management tasks related to invitationals.
6. Responsible for final approval of all issuance of checks for officials, supervisory personnel, transportation, and entry fees.
7. Arranges for medical / emergency services and law enforcement presence at athletic contests.
8. Works in tandem with high school principal regarding planning of special assemblies that may involve athletics being recognized.
9. Develop and implement necessary standards for regional, sectional, and state events.

D. Personnel

1. Provides athletic director with report at the end of each season regarding inventory status of activity.
2. Makes recommendations to athletic director to assist with proper evaluation of coaching personnel.

E. Public Relations

1. Represents the District in a positive manner at all times.
2. Works with all groups in a professional manner.
3. Coordinates with building level principals, building and ground supervisor, and possibly business manager and district administrator regarding the use of the school district's facilities for activity functions.
4. Represents the District at required meetings.
5. Provides announcements to the schools and school community of coming events.
6. Attend All-Sport Booster Club meetings to represent the administration in regards to budget process and requesting athletic equipment.
7. Monitors that coaches are providing scores and results to the media in a timely fashion.
8. Coordinates award presentations and special events.

F. Additional Responsibilities

1. Performs all other duties or special projects as assigned by the Athletic Director.

242 DEPARTMENT HEAD¹¹

- I. Job Description
 - A. Department Head should exhibit the qualities and abilities of leadership; organizational know-how; continuing enthusiasm and dominant interest in upgrading his/her field; strong facility in teaching methods and the use of materials in his/her field; insight and tact in handling teacher problems in the department.
- II. Basic Qualification
 - A. A minimum of two years teaching experience in his/her field is preferred.
 - B. At least two years in the East Troy system is preferred.
- III. Appointments
 - A. Shall be selected by the administration with input from department members.
 - B. Shall be under the direction of the administration.
- IV. Compensation
 - A. Department Heads shall be reimbursed for their duties and responsibilities per the current policies
 - B. Full time Teacher equivalencies will be used to determine number in department.
 - C. Interns and practice teachers will not be included in department FTE count.
- V. Removal of Department Head shall be by administrative decision
 - A. The decision to remove a department head shall be made by the administration.
 - B. Removal of Department Heads may be effected by the Administration using the following guidelines:
 - 1. Failure to exhibit qualities as listed in preface.
 - 2. Failure to meet and carry out responsibilities as head of department as per section E (below)
 - 3. Inability to work effectively with other department members and administration.
- VI. Responsibilities to the Administration
 - A. Work with the department to create a developmental vision.
 - B. Make reports as required by the administration.
 - C. Make recommendations for changes in equipment, supplies, textbooks, and other improvements.

¹¹ Legal Reference: Sections 118.19, 121.02(1)(a),(q) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
8.01(2)(q)

Approved: 11/10/96
Revised: 2/22/99

- D. Lead the department in the curricular review processes and facilitate meeting necessary timelines.
 - E. Assume leadership in developing criteria for the selection of textbooks and reference materials.
 - F. Discuss proposed and recommended changes in curriculum and scheduling.
 - G. Assist in making surveys regarding anticipated subject or department enrollments.
 - H. Suggest any special qualifications concerning the selection of new teachers and, if requested, be involved in the interview process.
 - I. When appropriate share with the principal any unusual conditions in his/her department which may be detrimental to the effectiveness, or safety of the department, students and staff.
 - J. Make program suggestions for in-service and faculty meetings.
 - K. Submit to the principal items pertaining to department for inclusion in faculty and parent bulletins.
 - L. Shall co-operate with the principals in coordinating the curriculum of the high school, middle school and the elementary school.
 - M. Work closely with K-5 curriculum coordinators.
 - N. Assist the principal in conducting activities peculiar to his/her department, such as science fairs, concerts, government day etc.
 - O. Submit to the high school principal budget requests for his/her department for the ensuing year.
- VII. Responsibilities as they are related to the Board
- A. Make a written department report and/or studies as requested.
 - B. Interpret board policies and procedures to the department staff.
 - C. Meet with the Board, if requested.
- VIII. Responsibilities as they are related to the staff
- A. Assume leadership in coordinating activities of instruction in their specific fields.
 - B. Plan initial department meeting at the beginning of the school year and orient new members.
 - C. Schedule and plan regular monthly departmental meetings throughout the year.
 - D. Provide guidance to department teachers new to the staff and to K-5 elementary coordinators.
 - E. Recommend professional materials to librarian for department attention articles in current magazines and inform his/her department about new publications and curriculum materials available.
 - F. If requested, the administration may provide the necessary time for department heads to visit teachers in the department. Such visits shall be scheduled through the principal with prior notice.
- IX. Responsibilities regarding pupil recommendations as related to the Guidance Department

- A. Shall assist Guidance in counseling and directing students in their programs of study.
 - B. Perform other duties as assigned.
- X. Departments
- A. Grades K-12
 - 1. Music
 - 2. Library
 - 3. Physical Education and Health
 - 4. Reading
 - 5. Guidance
 - 6. Art
 - 7. Computer
 - 8. Mathematics
 - 9. Science
 - 10. Language Arts
 - 11. Social Studies
 - 12. Special Education
 - B. Grades 7-12
 - 1. Family and Consumer Education
 - 2. Technology Education
 - 3. Foreign Language
 - C. Grades 9-12
 - 1. Business Education
 - 2. Agriculture

250 ADMINISTRATIVE OPERATIONS

253 POLICY IMPLEMENTATION

253.1 ADOPTION OF ADMINISTRATIVE REGULATIONS¹²

- I. The Board delegates to the Administrator the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements will constitute the administrative arrangement governing the schools. The Board itself shall formulate and adopt administrative regulations only when specific State laws, strong community attitudes, or probable staff reaction requires the Board to do so.

¹² Approved: 2/22/99

254 SHARED DECISION MAKING¹³

- I. The East Troy Community School Board supports the concept of “Shared Decision Making” in individual schools. Schools will be given the freedom to seek and implement their own strategies within the framework of school board policy, the contract, and federal and state mandates. Should a strategy conflict with present policies and mandates, waivers from such policies and mandates may be sought.

¹³ Legal Reference: Section 118.38 Wisconsin Statutes
Approved: 10/11/93
Revised: 2/22/99