

Wonewoc-Union Center School District

Job Title: PK-12 Principal

Term: 12 Month

Job Summary: To perform all of the functions required of the Principal

Reports to: District Administrator

Qualifications:

- Must maintain appropriate administrator license as required by the Department of Public Instruction.
- Must maintain certification to perform evaluations per Effective Educator requirements
- Strong communication skills -verbal and written
- Strong Computer skills
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Valid Driver's License
- Must be friendly, neat and clean in appearance.

Supervises:

- Staff designated by the District Administrator or Board of Education

Specific Tasks:

Administrative

- Perform such administrative and instructional leadership responsibilities as are assigned by the District Administrator under the rules and regulations of the school board. Wis. Stats 118.24(3);
- Keep the district administrator completely and continuously informed as to the condition of the schools and the activities therein;
- Act in a consultative and advisory capacity to the district administrator on matters pertaining to the formulation and execution of policy and shall be directly responsible to the district administrator for the performance of all duties, organization and administration within their buildings and assigned areas.
- Through democratic administration and high professional standards, work cooperatively with the teaching staff in the best interests of the students;
- Establish and maintain an effective learning climate in the school;
- Assume responsibility for the implementation and observance of all board policies and regulations by the school's staff and students;
- Prepare or supervise the preparation of reports, grants, records, lists, and all other paperwork required or appropriate to the school's administration;
- Attend team meetings and collaborate on issues including but not limited to transportation, special services, etc.;
- Facilitate New Staff orientation and mentoring;
- Supervise daily use of facilities for both academic & non-academic purposes;
- Assist the safety coordinator to develop & implement safety and crisis plans;
- Assert leadership in times of civil disobedience in accordance with established board policy;

- Provide for inventory, security, and accountability of property;
- Delegate authority to responsible personnel to assume responsibility for the school in absence of the principal;
- Be responsible for the organization, operation, and supervision of the extracurricular activities of the school;
- Coordinate the process for acquiring substitute teachers;
- Conduct regular faculty meetings and special meetings as needed or per request of the district administrator
- Perform other tasks and assume other responsibilities as assigned from time to time by the district administrator;
- Be responsible for assignment and supervision of teaching personnel within their buildings and grounds.

Curriculum and Instruction

- Initiate, design, and Implement programs to meet specific needs of the school;
- Lead the development, determination of appropriateness, and monitoring of the instructional program;
- Assure that classes are scheduled within established guidelines to meet student needs;
- Assists in the development, revision, and evaluation of the curriculum.

Effective Educator Program

- Responsible to perform & delegate evaluations for selected staff;
- Perform as a Coach for selected staff
- Requires principal to be Effective Educator certified.

Student Expectations

- Maintain high standards of student conduct and enforce discipline as necessary, according to due process rights of students;
- Establish guidelines for proper student conduct and maintaining student discipline;
- Facilitate conferences between parents & teachers as necessary;
- Consults with parents/guardians regarding students' achievement and behavior when necessary.

Professional Development

- Assume responsibility for personal professional growth and development through professional memberships, attending conferences and meetings, etc.;
- Provides leadership to staff members to attain high quality professional development;
- Arranges in-service opportunities for staff members.

General Responsibilities

- Attend special events held to recognize student achievement and attend school sponsored activities, functions, and athletic events.
- Be knowledgeable of and assure that local funds generated by student activities are well controlled.
- Supervise attendance, conduct, maintenance of health of students and related records.
- Provide leadership in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
- Cooperate with CESA & Universities for teacher training and preparation programs;
- Assure that elector registration information is communicated to students each year;
- All other duties assigned by the District Administrator

Evaluation

The evaluation of the Principal must be done annually by the District Administrator following the EE program. The evaluation will be based on the duties and responsibilities outlined in this policy as applied to effective educator evaluation criteria.

Wonewoc-Union Center School District

Job Title: Business Manager

Term: 12 Month

Job Summary: To assist the superintendent with the development and management of the business functions of the District.

Reports to: District Administrator

Qualifications:

- Wisconsin Business Manager 08 license preferred
- Broad knowledge of the accounting principles and practices
- Strong communication skills -verbal and written
- Valid Driver's license
- Strong Computer skills
- Must be friendly, neat and clean in appearance.

Supervises:

- Staff designated by the District Administrator or Board of Education

Responsibilities:

Financial Resource Management:

- Assist and keep the superintendent informed with the financial affairs of the District, including the handling of all funds, financial transactions, accounting procedures and fiscal reporting and shall manage such in accordance with Board policies and state and/or federal law
- Apply concepts and standards of accounting, the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principals (GAAP), along with other standards applicable to the school district
- Assist the superintendent with the preparation, presentation, administration and evaluation of the District's annual budget
- Prepare and submit in a timely manner all financial reports as required by state and federal agencies
- Arrange for the internal auditing of school accounts
- Monitor student activity fund transactions to ensure the board policies and procedures are being followed and that funds are being properly safeguarded through an efficient and effective system of internal control
- Prepare and communicate on an on-going basis, financial/budget status reports to the District Administrator, board and other appropriate school personnel
- Investigate the availability of and pursue appropriate grants and other funding sources
- Implement cash handling procedures
- Keep the superintendent up-to-date on monthly cash flow projections
- Complete Monthly Bank Reconciliations in a timely manner

Human Resource Management:

- Act as payroll officer for the District- Prepare and distribute pay and deductions.
- Report W2's and 1099 MISC according to Department of Revenue and the IRS
- Select and manage approved 403b, 457 and section 125 plans
- Assist in design, implementation and communication of benefit plans (health, dental, etc)
- Assist District Staff with questions regarding salaries, benefits, and related HR matters.

Property Acquisition and Management:

- Assist the superintendent with District purchasing according to state and federal laws
- Follow procedures to manage and track inventories and capital assets
- Advise the superintendent on the acquisition, maintenance, repair and disposal of equipment

Information Management:

- Maintain a working knowledge of the technology and software that is available for school and business office functions

Risk Management:

- Evaluate the risk management program and recommend changes consistent with District's needs
- File insurance claims when appropriate
- Report OSHA 300 report and log in a timely manner
- Report all employee accidents/first report of injury to Worker's Compensation Insurance

All other duties assigned by the District Administrator

EVALUATION

The evaluation of the Business Manager must be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

Wonewoc-Union Center School District

Job Title: Director of Curriculum and Instruction

Term: 12 Month

Job Summary: To assist the superintendent and principal with Curriculum Development, Title 1 Services, Grant Writing, and developing student related performance objectives and requirements among other related duties.

Reports to: District Administrator

Qualifications:

- Wisconsin C&I license
- Strong communication skills -verbal and written
- Strong Computer skills
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Valid Driver's License
- Must be friendly, neat and clean in appearance.

Supervises:

- Staff designated by the District Administrator or Board of Education

Specific Tasks:

Curriculum and Instruction

- Directs district wide curriculum, instruction, assessment, and staff development programs.
- Collaborates with building administrators to develop a curricular vision for the district.
- Serves as an active member of the management team.
- Promotes district's mission, philosophy, and vision.
- Helps develop and implement the district's strategic plan.
- Develops, implements, and evaluates curriculum for all 4K-12 courses.
- Recommends course additions and grade placements.
- Helps manage instructional program.
- Directs the development, assessment, and revision of curriculum guides and courses of study.
- Monitors educational laws, rules, and regulations.
- Keeps current with state academic content standards, benchmarks and indicators.
- Conduct and coordinate district-wide research and testing for measuring the effectiveness of the total educational program.
- Monitor textbook and supplementary materials selection used in educational programs in the district.
- Participates in curriculum team meetings.
- Develops plans for assessing curriculum and making recommendations.
- Maintains a close working relationship with staff to develop instructional skills.
- Monitors the Curriculum Companion program and leads curriculum alignment tasks.

Effective Educator Program

- Evaluator for selected staff
- Coach for selected staff
- Requires director to be EP certified.

Student Performance

- Coordinates all testing with the director of special education.
- Leads development of student performance assessment review.
- Develops student assessment results summaries and individual plans.
- Provides insights about student skill progression and key contributions made by staff at each grade level.
- Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.

Professional Development

- Conducts workshops, orientations, and a variety of staff development and training activities pertaining to categorical program phase-in processes and project component requirements
- Assist principal in providing staff development.
- Arranges in-service opportunities for staff members.

Grants

- Pursues funding opportunities.
- Prepares grant/foundation applications.
- Implements funded proposals and complies with reporting requirements.

All other duties assigned by the District Administrator

EVALUATION

The evaluation of the Director of Curriculum & Instruction must be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-UNION CENTER SCHOOL DISTRICT

Job Title: Director of Special Education/School Psychologist

Term: 10 Month

Reports to: District Administrator

Job Summary: To provide leadership in developing sound educational programs, resources and personnel for children who have not benefited sufficiently from regular education alone

QUALIFICATIONS:

- Legal Requirements as set by the DPI and statutes for certification as Director of Special Education and School Psychologist.
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Strong communication skills -verbal and written
- Valid Driver's License
- Must be friendly, neat and clean in appearance.

SPECIFIC TASKS:

Leadership

- Develop, direct, and supervise all Special education programs and services within the school district.

Communication

- Provide meaningful information to parent(s) and/or Wisconsin Department of Public Instruction regarding special education evaluation and placement of school district students
- Completes DPI data reporting related to annual child count of students with disabilities and all mandated reporting related to the education of students with disabilities.

Program Management

- Directs case management services for students including the identification, follow-up, and individualized educational plans of students with disabilities.
- Oversees the placement of individual students with special needs in those educational situations best suited to their needs.
- Coordinate school district pre-school screening process for 3 year old children in collaboration with principal.
- Assumes responsibility for the accuracy, validity, and interpretation of assessment results as related to special education eligibility determination.

Human Resource Management

- Participate in recruitment, selection, and recommendation for hiring of all Special Education professional and support staff personnel
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- Monitor school district special education staffing caseloads, adjust and assign all special education professional and support staff throughout the school district, and initiates recommendations to school district superintendent and school board for special education staff expansion or reduction
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- Supervise, evaluate, and recommend continuation or non-renewal of all special education professional and support staff personnel

Staff Development

- Provide school district personnel with in-services / updates of legal requirement and issues governing school district special education services and programs.

Budget Management

- Develop, direct, and supervise all special education budgets within the school district
- Collaborates with district office staff regarding data necessary for reimbursement of funds, special grant opportunities related to educating students with disabilities, collection of tuition for out-of-district students with disabilities, cooperative agreements with other districts/CESA for shared services and similar fiscal matters.
- Submits required student information to the Superintendent prior to June 1 each year regarding Transfer of Service for special education students, ELL students and any other student with services that would qualify for Transfer of Service under DPI rules.
- Acts as the district's Wisconsin Medicaid Administrator, overseeing accurate and timely data submission for purposes of reimbursement.

Effective Educator Program

- Evaluator for selected staff
- Coach for selected staff
- Requires director to be EP certified

GENERAL RESPONSIBILITIES:

- Provide a wide range of psychological services to disabled and non-disabled children.
- Serve as chairperson of individualized education program (IEP) teams and serve as diagnostician and member of the IEP team in determining eligibility for special education programs.
- Diagnose students' problems through psycho-educational evaluations and make interpretations of the evaluations available to appropriate personnel.
- Write psycho-educational reports and provide recommendations regarding appropriate techniques and approaches to meet a student's academic, social and emotional needs.
- Re-evaluate special education students to update information and to recommend adjustments in their educational programs.
- Provide assistance in making referrals to more, or less, restrictive programs for special education students.
- Counsel with students and parents/guardians.
- Provide assistance in developing programs for non-disabled children when appropriate.
- Serve as a consultant for principals, teachers and other members of the school staff and parents/guardians.
- Keep current, concise records and reports.
- Keep abreast of developments in the field of school psychology so as to furnish leadership in determining appropriate instruction for each student.
- Work to develop appropriate Section 504 plans for each qualifying student.
- Work to develop and assist RtI Programs.
- Direct and Monitor Individual Education Plans (IEP) and 504 process.
- Coordinate the selection of curriculum for special education students that is aligned with the District's core curriculum.
- Coordinate with other Departments to implement and maintain an integrated student data base.
- Coordinate and facilitate parent advisory groups and committees related to special education.
- Conduct professional development for all staff on laws and regulations regarding the education and importance of the IEP for special education students.

Other Responsibilities

Perform any and all other duties as prescribed by the District Administrator

EVALUATION

This position is per board and state requirements. The evaluation of the Director of Special Education/School Psychologist will be completed by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

Wonewoc-Union Center School District

Job Title: Director of Technology

Term: 12 Month

Job Summary: To provide leadership and support to staff, students, administration and Board of Education with a focus on the integration of educational technology into the learning process consistent with the mission of the district.

Reports to: District Administrator

Qualifications:

- Minimum Associate's Degree in Information Technology or related field, preferred B.S/ B.A degree with a major in the assigned area of teaching
- Broad knowledge of the principles and practices of current educational integration
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Strong communication skills -verbal and written
- Valid Driver's License
- Must be friendly, neat and clean in appearance.

Responsibilities:

- Incorporate 21st Century Learning Skills into teaching and learning
- Demonstrate current and innovative uses and applications of technology
- Implement best practices relating to technology
- Assist teachers with the use of interactive whiteboards, Apple devices and operating systems and other new and emerging technologies
- Provide training for teachers in the use of technology that supports student achievement
- Facilitate the training for teachers on available technology and its use in the instructional program
- Provide assistance to teachers in identifying technology systems, resources and services to meet specific learning needs
- Assist in the development, organization and delivery of technology training for teachers
- Assist teachers in obtaining and analyzing reports and data related to student achievement
- Collaborate with teachers to foster student growth and achievement using technology
- Determine technology needs for teachers to support student achievement
- Continue professional development through workshops, local and regional conferences
- Responsible for developing staff skills in technology competencies established by the administration and Board of Education
- Identify technology needs for the future and prepare a budget
- Prepare and file the technology plan with the Department of Instruction
- Prepare and file all E-rate forms
- Responsible for software licensing and audits
- Maintain a professional relationship with support partners and vendors
- Responsible for Apple Volume Purchasing Program (VPP) Licensing and audits
- Manage the district's student information system (Skyward), alert system (Skylert), School Website, databases, internet(WISCNET), filter software (Sophos), bandwidth, backups, printers, WAN/LAN and all related security systems

- Maintain the highest level of security on the network, databases and files
- All other duties as assigned

EVALUATION

This position is annually contracted. The evaluation of the Director of Technology will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

Wonewoc-Union Center School District

Job Title: Title 1 Coordinator/Reading Specialist

Term: Per Teacher Contract

Job Summary: To assist the superintendent and principal with Title 1 and reading support services.

Reports to: District Administrator/Principal

Qualifications:

- Wisconsin Reading Specialist license
- Strong communication skills -verbal and written
- Strong Computer skills
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Valid Driver's License

Supervises:

- Title 1 staff – planning and scheduling student services and support staff assignments.

Responsibilities:

ESEA Coordinator

- Coordinates staffing assignments in conjunction with the principal.
- Coordinates and submits funding requests and reports.
- Maintains close communication with the business manager to effectively use funds.

Reading Program

- Is responsible for facilitating the PK-12 Reading Program.
- Employs data assessment to validate student performance.
- Acts as a resource teaching in reading to regular classroom teachers by assisting them in organizing their reading program, selecting materials, suggesting teaching techniques and relating their instructional program to the special needs of students.
- Gives demonstration lessons in teaching of reading as requested or required.
- Assists in the establishment and development of school and district reading curriculum.
- Provides reading resources for teachers, aides and parents.
- Assist in evaluation of on-going programs and make recommendations for change.
- Orient beginning teachers and school aides as to the philosophy, procedures and materials for the school reading program.
- Help teachers diagnose reading strengths and weaknesses and match these skills with appropriate techniques and materials.
- Keep school staff informed as to new developments in reading.

Student Performance

- Works with teachers to provide reading/literacy “Interventions”.

- Reviews and assesses RtI interventions and efficacy.
- Uses student assessment summaries to develop individual plans.
- Provides guidance to the RtI team regarding reading/literacy.

Grants

- Assists in the implementation of grants that impact Title 1 students and programs.
- Provides assessment of grant utilization and results, as necessary.

All other duties assigned by the District Administrator

EVALUATION

The evaluation of the ESEA Coordinator will be done annually by the Principal. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-UNION CENTER SCHOOL DISTRICT

Job Title: Director of Buildings & Grounds

Term: 12 Month

Reports to: District Administrator

Job Summary: To provide and maintain the school facilities as a safe place for students, staff and the community.

QUALIFICATIONS:

- Experience in facilities management or supervisory management preferred.
- The Director of Buildings and Grounds has supervisory authority over the regular custodial staff and any temporary or seasonal custodial help.
- The Director of Buildings and Grounds must have working knowledge of technology systems, specifically a METASYS system and other computer related skills.
- Demonstrate the ability to be self-directed, organized and efficient.
- Demonstrate good verbal and written communication skills.
- The Director of Buildings and Grounds must have a minimum of a high school diploma, a valid clean Wisconsin driver's license, the ability to lift 50lbs while squatting, stooping and kneeling.
- Valid Driver's License
- Must be friendly, neat and clean in appearance.

SPECIFIC TASKS:

Managerial/Supervisory

- When required, schedule custodial coverage at school events.
- Collaborate with the Superintendent with the determination and the scheduling of Buildings and Grounds projects.
- Develop and monitor the maintenance and cleaning budgets.
- Inventory, monitor and order all approved cleaning and maintenance items.
- Keep track of approved purchase orders relating to maintenance and cleaning.
- Represent the District at conferences and workshops addressing the appropriate needs of the District.
- Work with consultants contracted by the District to meet specific maintenance, cleaning and safety needs.

Building Safety

- Develop a safety plan for the district
- Communicate with the principal to conduct drills and training as required.
- Attend training sessions as necessary to be able to lead the districts safety committee.
- Participate in Buildings and Grounds & safety committee and administrative meetings as needed.

General Cleaning and Custodial Duties

- Clean restrooms including the removal of any rust in toilets or sinks.
- Clean Locker rooms including the removal of any rust or scum around shower heads and walls.
- Remove garbage from the school daily and take recyclables to the indicated containers.
- Sweep and scrub hallways throughout the day. Clean glass throughout the day.
- Scrub, wax and burnish floors at determined times throughout the year.
- Perform maintenance throughout the building as needed: Change and replace lights and ballasts, change filters, including minor electrical and plumbing problems and other repairs as needed.

Other Duties

- Inspect, maintain and keep records on the lift station. Contract for inspection and cleaning.
- Maintain and keep records on the heating and cooling systems. Contract for inspection of boilers.
- Maintain and keep records on the electrical systems. Contract for major inspections and repairs.
- Maintain the grounds. Contract for maintenance of all equipment including but not limited to mowing, trimming and snow removal.
- Perform all reasonable tasks at the request of the Superintendent of Schools.

GENERAL RESPONSIBILITIES:

- The Director of Buildings and Grounds is responsible for the general maintenance and cleaning of the buildings owned and operated by the Wonewoc-Union Center School District.
- The Director of Buildings and Grounds is also responsible for proper maintenance and upkeep of the utility systems on school district property, and proper care of the grounds, and school owned items: vehicles, playground equipment and athletic facilities.
- Schedule the work times, workloads and responsibilities for the custodial staff including any temporary or seasonal help.
- Work with consultants and vendors on proper training methods for the custodial staff. Schedule necessary training sessions.
- Update and maintain all MSDS records. Keep staff informed of any safety and health requirements.
- Update and maintain the environmental manuals and be OSHA compliant.
- Work with the Village of Wonewoc on any system interruptions or changes in services.

EVALUATION

This position is annually contracted. The evaluation of the Director of Buildings and Grounds will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-UNION CENTER SCHOOL DISTRICT

Job Title: Director of Food Service

Term: 10 Month

Reports to: District Administrator

Job Summary: To lead and supervise the Food Service Program in a manner which is beneficial to the students and community.

QUALIFICATIONS:

- Minimum of a high school diploma, preferred Associate Degree in related to Food & Nutrition Management with a Restaurant Management Certification. A ServSafe Certification required or willingness to obtain in a timely manner
- Demonstrate the ability to be self-directed, organized and efficient.
- Broad knowledge of the principles and practices of current nutritional meals
- Strong leadership skills
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Demonstrate good verbal and written communication skills.
- Valid Driver's License
- Ability to lift 50 lbs, squat, stoop, kneel, and lift arms above your head
- Ability to work in warm and cold environments including refrigerators and freezers
- Must have working knowledge of technology systems and computer related skills
- Must be friendly, neat and clean in appearance.

SPECIFIC TASKS:

Food Service

- Coordinate Food service contracts- Distributors and local as needed.
- Coordinate milk & bread bids.
- Coordinate lunch payments, accounts, and correspondence to obtain payments.
- Tally Sheets and St. Paul's communications.
- Complete monthly & annual remittance reports.
- Coordinate summer food service program

Personnel

- Evaluate staff on schedule approved by the administration.
- Train staff to increase their knowledge and abilities
- Work closely with food service staff of satellite school to insure proper amounts of food being sent to the school and proper food handling

GENERAL RESPONSIBILITIES:

- Employ substitute cafeteria personnel and evaluate job performance of all Food Service employees
- Enforce policies concerning levels of cleanliness, health and safety
- Prepare specifications and bids for all items requiring such bids by law or board policy
- Initiate requests and recommendations for purchase of new and replacement equipment
- Plan and supervise the preparation and serving of menus and special dinners
- Attend workshops and other meetings pertaining to the school Food Service Operations
- Prepare menus for publication including the website
- Check, code and tally all invoices for payment and forward to Accounts Payable in a timely manner

- Assign and supervise work of Food Service employees, check payroll and time cards for accuracy
- Plan disposition of government commodities as part of the ongoing Food Service Program
- Be accountable for all the food, supplies and equipment and the proper inventory, control, storage, and security of both government surplus food and food purchased by the school district
- Complete all reports as required by the Department of Public Instruction (DPI) and the Federal Government
- Monitor the lunchroom and cafeteria, checking that high standards of health and safety are maintained and recommend needed improvements
- Supervise and assist in the planning and preparation of special meals required by district-sponsored events
- Reports immediately to the Business Manager any accidents, personnel problems and other information requested
- Monitor school lunch system and make suggestions for improvement
- Receive and take into consideration suggestions from student groups regarding food preferences
- Carry out school board policies and comply with Federal, State and local regulations
- Assist in maintaining a building and District environment conducive to continued program improvement through cooperation with other staff members and the administration
- Perform other job related duties and responsibilities as assigned

EVALUATION

This position is annually contracted. The evaluation of the Food Service Director will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-UNION CENTER SCHOOL DISTRICT

Job Title: Registrar/Secretary

Term: 10 Month

Reports to: District Administrator/Principal

Job Summary: To provide and maintain the school as a safe place for students, staff and the community.

QUALIFICATIONS:

- A high school diploma.
- Must be friendly, neat and clean in appearance.
- Must have working knowledge of technology systems and other computer related skills.
- Demonstrate the ability to be self-directed, organized and efficient.
- Demonstrate good verbal and written communication skills.

SPECIFIC TASKS:

State Reports

- Coordinates all aspects of SIS reporting
- Communicates with DPI regarding deadlines for data uploads
- Assures that the student data is clean in the Skyward data base.

Skyward

- Coordinates Skyward local operations
- Coordinates Rollover with PK-12 Secretary
- Coordinates Student Records and enrollment

Open Enrollment & Home Schooling/alternative education

- Coordinates Open Enrollment/Tuition Waiver (OPAL) for school district.
- Prepares and processes all required forms to DPI, parents, and other school districts for Open Enrollment and Tuition Waivers on timelines outlined by DPI.
- Monitors the home-school reporting site (HOMER) for accountability of students.

School Board Elections

- Prepares information for School Board elections along with Business Manager.
- Submits postings to newspaper and prepares and submits packets to city, town and village town clerks.

Report Cards & Transcripts

- Coordinate report card development, data entry, and distribution.
- Execute student transcripts.

GENERAL RESPONSIBILITIES:

- Greet and assist visitors as they enter the school building. Assists students/parents and community members with any comments or concerns and directs the many messages to students throughout the day. Relay these same concerns or requests and other pertinent information to the responsible staff people. Answering a multi-line phone system, meet and greet staff, students, parents, and community members, manage visitor log, monitor attendance patterns.
- Multi-task in a positive, solution-focused manner. Move quickly from one task to another while maintaining a high level of organization, communication, and problem-solving.
- Assists the District Administrator to develop and send correspondence as requested.

- Provides support to the PK-12 Principal and Business Manager as needed.
- Assist principal to prepare job postings for district and posts to the DPI website and other employment websites as required, in addition to newspapers, as needed.
- Possess verbal and written communication skills to address a variety of situations with students, parents and staff requiring integrity, discretion, and good judgment.
- Works collaboratively with students, parents, families, teachers, administrators, staff, and various community, county and state departments and agencies.
- Knowledge and skill with computer use in managing student records to include attendance, grades, account information.
- Write admit/leave slips for students. Perform data entry in student record software.
- Maintain and keep a list of advisors and class officers.
- Issue work permits to students as needed.
- Assists in preparing cash boxes and accounts for all monies for all home athletic events, homecoming, prom, special events, etc. as needed.
- Administer medications and cares for sick students as necessary and contacts parents, as needed.
- Assist in receiving, sorting and routing merchandise and mail, as needed.
- Facilitate homework requests for students and parents.
- Attend workshops/seminars/classes as necessary to update knowledge and skills as directed by the administrative staff.
- Prepare workmen's compensation injury reports and follow up and complete personnel verification reports as requested in the absence of the Business Manager.
- All other duties as assigned by the administration or as deemed necessary.

EVALUATION

This position is annually contracted. The evaluation of the Registrar will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-UNION CENTER SCHOOL DISTRICT

Job Title: PK-12 Secretary

Term: 12 Month

Reports to: District Administrator/Principal

Job Summary: To provide and maintain the school as a safe place for students, staff and the community.

QUALIFICATIONS:

- A high school diploma.
- Must be friendly, neat and clean in appearance.
- Must have working knowledge of technology systems and computer related skills.
- Demonstrate the ability to be self-directed, organized and efficient.
- Demonstrate good verbal and written communication skills.

SPECIFIC TASKS:

Food Service

- Coordinate Food service application process- Prepare, distribute, review, calculate, and inform.
- Direct Certification-Upload required information, retrieve results, and communicate findings.
- Distribute notices of pricing/policy information.
- Verification Process-Random reviews & evaluation
- Rollover in Skyward

Skyward

- Coordinates Rollover
- Coordinates Student Records and enrollment
- Update bus routes

Busing

- Coordinates students and routing with bus service
- Communicates with bus company and changes
- Communicates with families – bus arrangements – letters

Activity accounts

- Responsible for collection of monies, deposits and accounting of student activity accounts.
- Writes all student activity fund checks.
- Prepares a monthly statement for advisors of student activity accounts.

GENERAL RESPONSIBILITIES:

- Greet and assist visitors as they enter the school building. Assists students/parents and community members with any comments or concerns and directs the many messages to students throughout the day. Relay these same concerns or requests and other pertinent information to the responsible staff people. Answering a multi-line phone system, meet and greet staff, students, parents, and community members, manage visitor log, monitor attendance patterns.
- Multi-task in a positive, solution-focused manner. Move quickly from one task to another while maintaining a high level of organization, communication, and problem-solving.
- Facilitates the smooth operation of the district office.
- Provides support to the PK-12 Principal and Business Manager as needed.
- Possess verbal and written communication skills to address a variety of situations with students, parents and staff requiring integrity, discretion, and good judgment.
- Works collaboratively with students, parents, families, teachers, administrators, staff, and various community, county and state departments and agencies.

- Knowledge and skill with computer use in managing student records to include attendance, grades, account information.
- Maintains student attendance for PK-12. Writes admit/leave slips for students. Perform data entry in student record software.
- Maintains staff leave records, substitute pay, summer employees and submits verified accounting to the business manager per defined timelines.
- Assist Principal to Schedule and contact substitutes for staff. Record sick and leave time for staff. Prepare leave time used and unused time report for the auditors, Maintain and keep up-to-date staff seniority list and staff listing.
- Issue work permits to students and coordinate with business manager on monthly remittances.
- Prepares cash boxes and accounts for all monies for all home athletic events, homecoming, prom, special events, etc.
- Assist in collecting annual blood borne pathogen information sheets/Hepatitis B immunization acceptance/declination forms from staff and files with the school nurse.
- Administer medications and cares for sick students as necessary and contacts parents.
- Maintain individual files of prescription and non-prescription medication distributed to students not held by the school nurse. Prepare insurance forms for injured students both for athletics and school related.
- Receive, sort and route merchandise and mail. Coordinate deliveries for students and staff.
- Facilitate homework requests for students and parents. Mail report cards as necessary.
- Attend workshops/seminars/classes as necessary to update knowledge and skills as directed by the administration staff.
- Provide assistance for WSLs, ISES, and other state reports.
- Maintain Student Cum folders.
- Maintain Central Supply
- Assist in summer shutdown & new school year start up.
- Assist teachers, support staff, students and parents as needed.
- All other duties as assigned by the administration or as deemed necessary.

EVALUATION

This position is annually contracted. The evaluation of the PK-12 Secretary will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

WONEWOC-CENTER SCHOOL DISTRICT

Job Description

POSITION: Clerical Aide

QUALIFICATIONS: Must be friendly, neat and clean in appearance and keep a neat desk and room.
Essential to have an excellent command of grammar, spelling and letter writing skills.
Must be able to operate computer, copy machines and various other office equipment.

REPORTS TO: Principal/Director of Instruction

RESPONSIBILITIES:

Assists Principal, Food Service Director and Director of Instruction
Calendar (Yearly) – designing and copying
Certificates – designing and copying
Copying, typing, designing (Approved Lg. projects)
Filling in for secretary(ies) when needed
Handbooks –copying for AD/Principal
Laminating
MAP Testing – Scheduling, set-up, mailings and testing
Curriculum Data Entry
Master Forms – designing, copying, gluing, cutting
Newsletter – Designing, copying and mailing fall newsletter
Produce, edit, and distribute e-newsletter
Posters – designing and printing
Programs – designing and copying – ie. Sports, banquet, concerts, etc.
Sport Passes – designing and copying
Sports Schedules – designing and copying (as needed)

EVALUATION

This position is annually contracted. The evaluation of the clerical Aide will be done annually by the District Administrator. The evaluation will be based on the duties and responsibilities outlined in this policy.

Wonewoc-Union Center School District

Job Title: Custodian/Maintenance

Term: 12 month

Job Summary: To assist the Director of Buildings and Grounds in a manner that is beneficial to the students and community.

Reports to: Director of Buildings and Grounds

Qualifications:

- Minimum of a high school diploma
- Strong communication skills -verbal and written
- Valid Driver's License
- Ability to lift 50 lbs., squat, stoop, kneel, and lift arms above your head
- Ability to work in warm and cold environments
- Computer Knowledge

Specific Responsibilities:

- Maintain the highest standards of safety and cleanliness
- Report immediately to Director of Buildings and Grounds any problems or accidents.
- Report any personnel problems to the Director of Buildings and Grounds.
- Knowledge and use of fire extinguishers, first aid and CPR
- Inform the Director of Buildings and Grounds of supplies and equipment that needs to be ordered
- Maintain a professional, positive attitude and professional demeanor when dealing with the public as a member of the school staff
- Work extra hours or adjust work schedule if needed
- Perform all other functions and duties assigned by the Director of Buildings and Grounds or Administration

Essential Duties and Responsibilities:

- Sweep, mop, polish, wax and refinish floors
- Vacuum and shampoo carpets, dusts and polishes furniture
- Clean and disinfect lavatories, showers, locker rooms, cafeteria and halls
- Clean ceilings, walls and woodwork
- Clean interior / exterior glass
- Operate a variety of custodial equipment
- Check security of buildings by detecting locked doors and windows, set alarm system
- Check and document fire extinguishers and eye wash stations
- Keep building in clean and orderly condition
- Gather and empty trash into dumpster and recycle when possible
- Disinfect all commonly touched areas daily (doorknobs, telephones, pencil sharpeners, sink faucets, light switches, hand dryers, towel dispensers, etc.)
- Prepare cleaning solutions according to specifications and uses as directed
- Duties may vary due to unloading of supplies, athletic events, weather or any other circumstance that may require custodial assistance

Maintenance duties and Responsibilities

- Understand and operate boilers, heating, ventilation and other related equipment in maintaining proper ventilation within the school
- Perform minor maintenance projects (changing light bulbs, ballasts, locks, etc.)
- Climb ladders and scaffolds
- Assist with the loading and unloading of trucks and vans
- Loads, lifts, or unloads supplies, material, equipment, etc.
- Make minor plumbing and electrical repairs
- Assist in snow removal, grass cutting and trimming
- Inspect playground equipment as well as safety inspections of the inside and outside of the building
- Pick up band students at St. Paul's Lutheran School
- Maintain fans and compressors / Change filters
- Maintain School owned equipment

Equipment Used to Perform Job:

- Vacuum cleaners, floor scrubbers, carpet cleaners, mop and bucket, dust mops, buffers, janitor's cart, dollies, ladders, cleaning supplies, automatic floor machines and pressure washers, etc.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.
- While performing the duties of this job, the employee works inside and occasionally outside. The noise level is usually low to moderate, but may become loud while operating equipment. Safety equipment must be worn at all times.
- The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.
- All non-emergency overtime must have prior approval from the Director of Buildings and Grounds.
- All leave requests must be approved by the Director of Buildings and Grounds.

Evaluations:

Performance of this position will be evaluated annually by the Director of Buildings and Grounds.

Wonewoc-Union Center School District

Job Title: Cook

Term: 9 month (possible extension for summer food program)

Job Summary: To assist the Food Service Program in a manner that is beneficial to the students and community.

Reports to: Food Service Director

Qualifications:

- Minimum of a high school diploma
- A ServSafe Certification recommended in a timely manner
- Broad knowledge of the principles and practices of current nutritional meals
- Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public
- Strong communication skills -verbal and written
- Valid Driver's License
- Ability to lift 50 lbs, squat, stoop, kneel, and lift arms above your head
- Ability to work in warm and cold environments including refrigerators and freezers
- Computer Knowledge

Specific Responsibilities:

- Maintain the highest standards of safety and cleanliness in the kitchen
- Serving food according to the Department of Public Instruction (DPI) guidelines
- Encourage students in a positive manner to try unfamiliar foods
- Loads and operates dishwasher
- Clean and disinfect tables, counters, sinks, pots and pans and appliances
- Report immediately to Food Service Director any problem or accident occurring in the kitchen or cafeteria
- Report to the Food Service Director any faulty or inferior quality of food received or prepared
- Report the Food Service Director any faulty or out dated milk received or cooler temperatures
- Report any personnel problems to the Food Service Director
- Perform the daily cleaning of the kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils
- Perform daily cleaning of the floors, storeroom and coolers
- Knowledge and use of fire extinguishers, first aid and CPR
- Inform the Food Service Director of supplies that need to be ordered
- Maintain a professional, positive attitude and professional demeanor when dealing with the public as a member of the school staff
- Work extra hours if needed
- Perform all other function and duties assigned by the Food Service Director or Administration

Evaluations:

Performance of this position will be evaluated annually by the Food Service Director.