

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
HANDBOOK & PERSONNEL COMMITTEE MEETING
MONDAY, JULY 15, 2019
HIGH SCHOOL CONFERENCE ROOM
6:15 PM**

AGENDA

- I. CALL MEETING TO ORDER - LARRY STUESSY**
- II. INCREASE SCHOOL-YEAR CUSTODIAL POSITION TO YEAR-ROUND CUSTODIAL POSITION**
- III. 2 HOUR/WEEK ACCOMPANIST POSITION**
- IV. JOB DESCRIPTIONS** 2
- V. ADJOURN**

POSTED :

NG HIGH SCHOOL
NG MIDDLE SCHOOL
NG ELEMENTARY SCHOOL
NG POST OFFICE
BANK OF NEW GLARUS
STATE BANK OF CROSS PLAINS-NEW GLARUS
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

NEW GLARUS SCHOOL DISTRICT JOB DESCRIPTION

TITLE: CLASSROOM TEACHER
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: BUILDING PRINCIPAL

I. Accountability Objectives:

The classroom teacher is responsible for preparing all students for post-secondary success by implementing the district curriculum, monitoring student progress, and analyzing student data.

II. Position Relationships:

Reports to: Building Principal

Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. Position Qualifications:

Required experience and/or training per the Wisconsin Department of Public Instruction
Wisconsin Teaching Certification

IV. Position Responsibilities:

- Implement board policies.
- Plan and deliver curriculum.
- Use formative and summative assessment to inform instruction and monitor student progress.
- Communicate student progress with students, families, and building administration.
- Engage with building teams and other work groups as identified by administration.
- Participate on district teams for curriculum development, data analysis, and other committees.
- Engage in professional growth through in-services, conferences, and/or other opportunities.
- Other duties as assigned.

New Glarus School District
1701 2nd Street, New Glarus, Wisconsin 53574
(608) 527-2410
Dated: _____

NEW GLARUS SCHOOL DISTRICT JOB DESCRIPTION

TITLE: LIBRARY MEDIA SPECIALIST
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: BUILDING PRINCIPAL

- I. **Accountability Objectives:**
The library media specialist coordinates the use of the building library media center and technology; and plans, organizes and conducts the building library media and information technology program.
- II. **Position Relationships:**
Reports to: Building Principal
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.
- III. **Position Qualifications:**
Required experience and or training per the Wisconsin Department of Public Instruction
Wisconsin Teaching Certification
- IV. **Position Responsibilities:**
- Implement board policies.
 - Plan and deliver curriculum.
 - Use formative and summative assessment to inform instruction and monitor student progress.
 - Communicate student progress with students, families, and building administration.
 - Engage with building teams and other work groups as identified by administration.
 - Participate on district teams for curriculum development, data analysis, and other committees.
 - Engage in professional growth through in-services, conferences, and/or other opportunities.
 - Promote ethical, responsible digital citizenship and use of intellectual property.
 - Participate in district library media and information technology program evaluations.
 - Participate on district and school information and technology teams/committees.
 - Other duties as assigned.

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NEW GLARUS SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SCHOOL NURSE
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

I. Accountability Objectives:

The School Nurse works in collaboration with students, parents, school staff, health care providers, and public health nurses to protect and promote optimum student health, safety, and learning. The School Nurse also provides a variety of trainings and instruction to district staff.

II. Position Relationships:

Reports to: Director of Special Education
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. Position Qualifications:

Required experience and/or training per the Wisconsin Department of Public Instruction
Wisconsin Teaching Certification

IV. Position Responsibilities:

- Trains and supervises school staff to administer student medications and specialized healthcare procedures in accordance with the school district policies.
- Trains identified staff in first aid, CPR, and use of the AED device.
- Provides onsite student health consultation for students, staff, and parents/guardians.
- Collects and analyzes data on services rendered and associated outcomes.
- Develops, implements, and sustains procedures for Medicaid billing.
- Coordinates and oversees nursing/health services for students with chronic health conditions or acute episodes.
- Creates and manages student health plans, coordinating care between school, family, and primary health care providers.
- Assesses, monitors, and treats student health conditions/episodes; advocates for student health needs.
- Coordinates school-based medical emergency response teams and training.
- Serves as student health liaison and advocate for students, families, schools and community resources to create continuity between school, home and community.
- Participates in professional development to maintain knowledge of healthcare needs being addressed.
- Participates as a consultant and advocate in collaborative health initiatives.
- Implement board policies.
- Engage with building teams, district teams and other work groups as identified by administration.
- Other duties as assigned.

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NEW GLARUS SCHOOL DISTRICT JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

I. **Accountability Objectives:**

The Special Education Teacher is responsible for providing to the district's special education students. The teacher is expected to provide adopted educational programming as prescribed in the Individual Education Plan (IEP). This entails execution of the district's instructional programs and IEP that are developed to meet the needs of the individual students. Teachers are expected to perform these tasks as directed by their immediate supervisor.

II. **Position Relationships:**

Reports to: Director of Special Education
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. **Position Qualifications:**

Required experience and/or training per the Wisconsin Department of Public Instruction
Wisconsin Teaching Certification

IV. **Position Responsibilities:**

- Plans and delivers instruction based on the curriculum adopted by the school district and needs of the individual student including modifications, adaptations, etc.
- Complete evaluations for referred students
- Provide written documentation of students' evaluation performance
- Develop Individual Education Programs (IEP's) for special education students
- Complete documentation and billing as indicated by Medicaid (School-Based Service)
- Provides appropriate work direction to assigned support staff.
- Works collaboratively with other staff to provide appropriate instruction and support.
- Implement board policies.
- Use formative and summative assessment to inform instruction and monitor student progress.
- Communicate student progress with students, families, and building administration.
- Engage with building teams and other work groups as identified by administration.
- Participate on district teams for curriculum development, data analysis, and other committees.
- Engage in professional growth through in-services, conferences, and/or other opportunities.
- Other duties as assigned.

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NEW GLARUS SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: OCCUPATIONAL THERAPIST
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

I. **Accountability Objectives:**

The Occupational Therapist provides school-based occupational therapy services, as needed to students with a special education label, in order to facilitate each student's education in the least restrictive environment.

II. **Position Relationships:**

Reports to: Director of Special Education
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. **Position Qualifications:**

Possession of a National Board Certification in Occupational Therapy and Wisconsin Department of Public Instruction license #0051 as an Occupational Therapist.

IV. **Position Responsibilities:**

- Complete evaluations for referred students
- Provide written documentation of students' evaluation performance
- Develop Individual Education Plans and treatment plans for special education students
- Implement therapy plans through direct and indirect service delivery models
- Document student progress as indicated by IEP
- Complete documentation and billing as indicated by Medicaid (School-Based Service)
- Participate in collaborative team meetings/parent meetings
- Participate in department meetings and in-services
- Assist in equipment procurement and budget development
- Provide in-service training for educational staff and parents
- Implement board policies.
- Communicate student progress with students, families, district staff members, and building administration.
- Engage with building teams, district teams and other work groups as identified by administration.
- Engage in professional growth through in-services, conferences, and/or other opportunities.
- Other duties as assigned.

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NEW GLARUS SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SPEECH AND LANGUAGE PATHOLOGIST
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION

I. Accountability Objectives:

The Speech and Language Pathologist is a therapist who works directly with children having special education needs in the area of speech and/or language. The Speech and Language Pathologist serves as coordinator, consultant, case manager or member of the IEP evaluation team; diagnostician and therapist with respect to the speech and language needs of individual children.

II. Position Relationships:

Reports to: Director of Special Education
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. Position Qualifications:

Possession of Wisconsin Department of Public Instruction license #1820 as a Speech and Language Pathologist.

IV. Position Responsibilities:

- Complete evaluations for referred students
- Provide written documentation of students' evaluation performance
- Develop Individual Education Plans and treatment plans for special education students
- Implement therapy plans through direct and indirect service delivery models
- Document student progress as indicated by IEP
- Complete documentation and billing as indicated by Medicaid (School-Based Service)
- Participate in collaborative team meetings/parent meetings
- Participate in department meetings and in-services
- Assist in equipment procurement and budget development
- Provide in-service training for educational staff and parents
- Implement board policies.
- Communicate student progress with students, families, district staff members, and building administration.
- Engage with building teams, district teams and other work groups as identified by administration.
- Engage in professional growth through in-services, conferences, and/or other opportunities.
- Other duties as assigned.

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NEW GLARUS SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SCHOOL COUNSELOR
DEPARTMENT: ELEMENTARY AND SECONDARY SCHOOLS
SUPERVISOR: BUILDING PRINCIPAL

I. Accountability Objectives:

The school counselor will provide equitable access to a comprehensive school counseling program for all students, focused on academic, personal/social, and career development. Services will be provided through the four counseling program components: guidance curriculum, individual planning, responsive services, and system support. The counselor will prepare all students and families for post-secondary opportunities..

II. Position Relationships:

Reports to: Building Principal
Collaborates with: Administration, Classroom and Resource Teachers, Support Staff, Parents and Families.

III. Position Qualifications:

Required experience and/or training per the Wisconsin Department of Public Instruction
Wisconsin Teaching Certification

IV. Position Responsibilities:

- Implement board policies.
- Communicate student progress with students, families, and building administration.
- Engage with building teams, district teams, and other work groups as identified by administration.
- Engage in professional growth through in-services, conferences, and/or other opportunities.
- Other duties as assigned.
- Provide responsive services to meet students' immediate needs and/or concerns.
- Provide individual planning that guides students through ongoing activities to plan, monitor, and manage educational, personal, and career development.
- Support school district action steps through the use of relevant data, i.e. Response to Intervention (RtI), Positive Behavior Intervention and Supports (PBIS), Social Emotional Learning (SEL), Culturally Relevant Teaching, post-secondary readiness, etc.

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