

Wonewoc-Center Job Description Handbook 2024-2025



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Wonewoc-Center
Administrative Assistant
Job Description

General Responsibilities

Performs administrative and secretarial support necessary to accomplish objectives established by the District Administrator and Board of Education. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

Reports to: District Administrator

Qualifications

- High School Diploma
- Organizational and word processing skills
- Proficiency in oral and written communication skills.
- Ability to operate office machines, such as computer, copier, and fax machine.
- Knowledge of software applications, such as word processing, spreadsheets, and database management currently used in the district.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Ability to perform duties of a sensitive and confidential nature.

Essential Functions

1. Organize and manage routine work activities for the District Administrator's office.
2. Respond to the routine inquiries from staff and public, efficiently refer problem inquiries to District Administrator or the appropriate administrator.
3. Maintain calendar and schedule appointments for District Administrator.
4. Prepare correspondence and reports for the District Administrator and the Board of Education.
5. Maintain files (paper and electronic) for the District Administrator and permanent records for the Board of Education.
6. Coordinate and assist in the preparation of agendas and necessary material for the Board of Education meetings and other meetings.
7. Work as public relations director with district newsletter and local paper.
8. Attend administrative team meetings and keep notes from meetings. Post meeting notes to all members of the administrative team and school board.
9. Prepare and manage correspondence, reports and documents
10. Organize and coordinate meetings, conferences, travel arrangements
11. Take, type and distribute minutes of meetings
12. Implement and maintain office systems
13. Maintain schedules and calendars
14. Organize internal and external events
15. Handle incoming mail and other material
16. Set up and maintain filing systems
17. Set up work procedures
18. Collate information
19. Maintain databases
20. Communicate verbally and in writing to answer inquiries and provide information

21. Liaison with internal and external contacts
22. Coordinate the flow of information both internally and externally
23. Operate office equipment
24. Manage administrative office supplies
25. Maintains needed supplies district programs, printers and copiers by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
26. Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
27. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Other Functions

- Perform other responsibilities as assigned by the District Administrator.
- Promote a positive image of the District at all times
- Stay loyal to the district.

Revised: July 2019

Adopted by Board: July 2024

Wonewoc-Center
After-School Program Coordinator
Job Description

General Functions

The job of After-School Program Coordinator was established for the purpose/s of supporting the community education programs with specific responsibility for the routine general administration and onsite implementation of the District's after school programs.

Qualifications

- High School Diploma

Report to: District Administration

Performance Responsibilities

1. Collaborates with internal and external personnel (e.g. administrators, vendors, facility managers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
2. Maintains manual and electronic files and records for the purpose of documenting activities, providing written reference and meeting mandated requirements.
3. Oversees program staff, program operations, services, and the implementation of programs and/or processes (e.g. site rules, discipline, site schedule, space requirements, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
4. Participates in organizing meetings, workshops, seminars, etc. (e.g. staff trainings, parent meetings, etc.) for the purpose of identifying issues, gaining knowledge, providing information and/or supporting site staff.
5. Prepares a variety of documents and reports (e.g. attendance, budget, daily activity, daily program content, etc.) for the purpose of providing written support and/or conveying information.
6. Researches a variety of topics (e.g. grants, community service projects, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
7. Responds to inquiries of staff, district personnel, public and program participants for the purpose of providing information and/or direction as may be required
8. Provide students with activities that promote their physical and intellectual development.
9. Coordinate the creating, planning and maintaining of a safe and healthy learning environment.
10. Utilize positive strategies to support the social and emotional development of all the students.
11. Assist and monitor students and staff during program hours.
12. Identify students who need remedial classes.
13. Coordinate after school activities with district approved curriculum.
14. Ensure and encourage positive student behavior.
15. Hire instructors to provide after school lessons.
16. Supervise adults and student helpers and provide learning tools for promoting a positive environment.
17. Any other duties deemed necessary by the District Administrator
18. Remain loyal to district.

Created: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Agriculture Teacher
Job Description

General Responsibilities

The following is a general overview of responsibilities for a full time, secondary Agriculture teacher at Wonewoc-Center School District. A successful candidate must possess current Wisconsin State Teaching license. Teacher should be able to teach all areas of agriculture.

Qualifications

- Bachelor's degree in Agriculture Education.
- Serve as FFA Advisor

Report to: Principal

Essential Job Duties

1. Teach Agriculture Science Classes
2. Prepare teaching plans, demonstration plans, and teaching materials for all classes.
3. Prepare and evaluate teaching schedule, curriculum, and teaching calendars
4. Conduct field trips, both in and out of school district.
5. Coordinate, maintain inventories, and keep record of the agriculture materials and equipment for classroom and laboratory.
6. Advise and evaluate students regarding Supervised Agriculture Experience Programs.
7. Assist students with the planning and maintenance of SAEP's
8. Conduct site visits of SAEP's as recommended by the State department of Education.
9. Assist students in keeping SAEP records at the local and state level.
10. Be willing to serve as advisor for the FFA chapter
11. Assist students in coordinating FFA activities at the local, district, state, and national levels.
12. Prepare and train FFA and agriculture contest teams and entries.
13. Assist students in conducting a public relations program for the local FFA chapter and agriculture department.
14. Serve as liaison to the local FFA Alumni chapter
15. Contribute to the preparation and tracking of the budget for the agriculture program each year.
16. Purchase supplies and equipment for the classroom and laboratory.
17. Keep curriculum up-to-date.
18. Remain loyal to district.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Alternative Education Director
Job Description

General Responsibilities

The Alternative Education Director will be responsible for the recruiting of students, curriculum set up for students and oversee the on-line courses. The Alternative Education Coordinator shall coordinate with the school counselor and district administrator throughout the school year.

Qualifications

- Wisconsin Teaching License
- Alternative Education Certification

Reports to: District Administrator

Duties and Responsibilities

1. Provides supervision of students in the alternative educational setting.
2. Provides small group instruction to students enrolled in the alternative school setting.
3. Assists in the development and implementation of an individual education service plan for students.
4. Plans daily classroom instructional activities.
5. Administers student assessments to ascertain academic needs of students enrolled in an alternative setting.
6. Works collaboratively with school counselor, teachers, administrators, parents and related service providers in the over-all educational plan for students to include lessons that address the student's behavioral needs.
7. Prepares lesson plans to correlate with student needs.
8. Maintains student records and files in a confidential manner.
9. Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
10. Keeps daily student attendance.
11. Communicates with parents, teachers, administrators, and related service providers on an as needed basis.
12. Serves on various teams & committees on an as needed basis.
13. Submits all reports, forms, records and data as requested by Superintendent.
14. Attends workshops and professional development courses.
15. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
16. Attends meetings as required by immediate supervisor/Superintendent.
17. Performs other duties as assigned by the supervisor.
18. Remains loyal to the district

Created: July 2019

Adopted by Board: July 2024

Wonewoc-Center
Art Club Advisor
Job Description

General Functions

The advisor of a club or extra-curricular activity in the Wonewoc-Center school district should assist students in their growth and development by enhancing district curriculum with outside activities and events.

Qualifications

- Interested in advising students.
- Exhibits effective interpersonal and communication skills.
- Knowledge of the Wonewoc-Center rules and regulations, policies, and procedures.
- High School Diploma

Performance Responsibilities

Performance and Responsibilities may vary depending upon the club or organization.

1. Advisor should be mindful of the goals and objects of the club or organization.
2. To monitor class/organization elections.
3. To monitor the club's involvement of activities for school-based events and celebrations.
4. To promote school spirit among the class/organization and the school community.
5. To organize fund-raisers and club activities
6. To provide guidance and advice in decision-making.
7. To communicate club items with the administration.
8. To monitor the Financial Information accounts with Business Manager, quarterly.
9. To assist officers of the organization in monitoring and managing money in their class/club account and to set fundraising goals.
10. Properly plan all activities.
11. Provide proper instruction.
12. Provide a safe physical environment.
13. Provide adequate and proper equipment if necessary.
14. Supervise all activities closely
15. Provide appropriate emergency assistance.
16. Lend experience, knowledge and act as a resource to the club or organization.
17. Accompany students on field trips.
18. Set meeting dates and times.
19. Foster teamwork within the club or organization.
20. Inform parents of the student's participation.
21. Post articles to the newsletter, district website, or district Facebook page.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Art Teacher
Job Description

General Functions

A teacher serves under the direct supervision of a building principal and/or Director of Student Services. Teachers are responsible for the students assigned to their care. A teacher has the responsibility to help students develop skills and knowledge consistent with the district's curriculum and goals that will contribute to the students' development as mature, able and responsible adults. Teachers are responsible for maintaining a classroom climate, which nurtures and supports a learning environment. This job description is subject to all federal and state laws and the terms employee handbook.

Qualifications

- Certification as required by the State of Wisconsin to teach at the assigned grade level and/or academic area.
- Any other qualifications the Board may deem necessary and desirable for the specific assignment

Performance Responsibilities

1. Attend and participate in required district in-service programs.
2. Complete the evaluation/staff development cycle.
3. Stay current through professional staff development opportunities.
4. Share expertise and knowledge with other staff.
5. Demonstrate punctuality and dependability.
6. Promote a positive attitude and enthusiasm toward education.
7. Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
8. Teach a broad base of understanding without indoctrinating students with his/her own cultural, political, religious or philosophical beliefs.
9. Utilize established channels for handling routine procedures, resolving problems/concerns and making suggestions.
10. Create, positive, educational climate for students to learn in.
11. Assist with the Fine Arts Night.

Instructional

1. Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
2. Create lesson plans that are aligned to district and state standards.
3. Establish and communicate clear objectives for all learning activities.
4. Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
5. Use a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and the needs and abilities of the students involved.
6. Monitor and assess student progress and adjust student instruction accordingly.
7. Communicate student academic and behavioral progress to parents.
8. Establish standards of classroom conduct and administer them in a fair, equitable, and consistent manner.
9. Maintain and update grade books weekly.

Building

1. Keep accurate records and provide them for school district use and file required reports on a timely basis.
2. Develop a budget for applicable programs and insure that needed materials are ordered with the administrator's approval.
3. Participate in required staff meetings and conferences.
4. Participate in committees as related to student needs, school programs, and district needs.
5. Provide supervision in non-classroom areas and situations in accordance with the building student management plan.
6. Promote and maintain a safe and healthful environment in the classroom and building.
7. Care for district resources, equipment and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.
8. Be knowledgeable of and adhere to all procedures and practices prescribed in the Teacher, and Student, Parent Handbooks.
9. Create and maintain a current folder of responsibilities and procedures for substitute teacher's use.
10. Keep an accurate and detailed account of all monies collected and submit detailed accounting of such money to the appropriate building or business office personnel.
11. Participate in the development and implementation of building level goals.

District

1. Attend and participate in all meetings.
2. Assist in meeting district goals.
3. Complete assigned tasks needed for self-studies on time.
4. Assist in the selection of textbooks, supplies, and other needed items.

Other

1. Be knowledgeable of and adhere to all district policies and procedures.
2. Be knowledgeable of and adhere to the stipulations of the Employee Handbook
3. Be knowledgeable of and adhere to federal and state laws that apply to his/her job assignment.
4. Provide direction and supervision for all school activities to which he/she is assigned (coach, director, supervisor, chaperon, etc.).
5. Participate in the development and implementation of district goals and plans.
6. Perform all other duties and responsibilities as assigned by their supervisor or district administrator.
7. Remain loyal to the School District.

Updated: July 2019

Approved by Board: July 2024

Wonewoc-Center
Middle/High School Principal
Job Description

General Functions

The Middle School/High School Principal under the supervision of the district administrator is responsible for the organization, administration, and supervision of the middle and high school. The principal will be expected to carry out the duties identified within this document and all other duties that may be assigned in a manner that will meet the standards established by the district administrator and Board of Education.

Qualifications

- Certification as required by the State of Wisconsin
- Any other qualifications the Board of Education may deem necessary or desirable.
- Training in Effective Educator.
- Strong communications skills both 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.

Reports to: District Administrator

Essential Functions

1. Articulate and support a vision for the school that is aligned with the vision for the district.
2. Create and cultivate a safe and positive school culture and climate for students and staff.
3. Develop systems to insure staff involvement in shared decision-making under administrative leadership.
4. Collaborate with the staff to develop, monitor, and support building level goals that reflect the educational objectives of the district.
5. Develop and disseminate systems that describe and define staff responsibilities, and provide opportunities for staff to develop and use their leadership skills.
6. Establish and support a chain of command with assigned responsibilities.
7. Employ the use of data to support decision-making.
8. Gather input and data from staff and parents/guardians on his/her own performance.
9. Attend special events held to recognize student achievement and attend school sponsored activities, functions, and athletic events.
10. Supervise attendance, conduct, maintenance of health of students and related records
11. Assure the elector registration information is communicated to students each year.
12. Treat everyone fairly and objectively.

Human Relations

1. Establish, articulate, and enforce clear expectations, procedures, and practices that are aligned with laws, regulations, and policies
2. Create and employ methods of clear and ongoing communication with students, parents/guardians and staff members.
3. Involve students, parents/guardians and staff members in gathering and disseminating information related to school and district programs and policies.

4. Develop constructive problem-solving relationships with staff, supervisors, and colleagues in the district.
5. Contribute to the administrative team in a collaborative, cooperative, and constructive manner to support the overall vision and goals of the district.
6. Promote positive relationships with students, parents/guardians, and staff.

Curriculum and Instruction

1. Work with the director of curriculum and instruction to insure curriculum and instruction is current, relevant, and age-appropriate.
2. Provide leadership and modeling for the improvement of instruction.
3. Facilitate and monitor staff participation in a variety of relevant staff development opportunities.
4. Responsible to perform & delegate evaluations for selected staff.
5. Perform as a Coach for selected staff.
6. Must be Educator Effectives certified.
7. Require lesson plans be turned in weekly.
8. Require all teachers to create a sub folder.

Personnel

1. Identify and articulate staffing needs for middle and high school.
2. Supervise and evaluate teaching staff.
3. Carry out employee handbook as it relates to personnel.
4. Provide leadership and direction for effective teaching practices.
5. Facilitate New Staff orientation and mentoring.
6. Appoint mentors for all new staff for two years. Evaluate mentors at the end of each year.
7. Supervise daily use of facilities for both academic & non-academic purposes.
8. Act as the district safety coordinator to develop & implement safety and crisis plan.

Student Activities

1. Create and maintain a positive and productive learning environment for all students.
2. Create, implement, and communicate expectations, procedures, and practices to all students.
3. Be responsible for creating a master schedule for middle and high school.
4. Organize and assign staff to insure proper direction and supervision of students for classes and activities.
5. Encourage and support student participation in school-sponsored activities.
6. Establish opportunities for parent/guardian and community involvement in school programs.
7. Maintain high standards of student conduct and enforce discipline as necessary, according to due process rights of student.
8. Establish guidelines for proper student conduct and maintaining student discipline.
9. Consult with parents/guardians regarding students' achievement and behavior when necessary.

School Management

1. Monitor student attendance and file truancy when appropriate.
2. Recommend staff needs to the district administrator.
3. Be responsible for overall building budget development, oversight of purchasing, and financial accounting for the middle/high school.
4. Identify and recommend physical plan improvements.
5. Carry out district policy as it relates to students, parents/guardians, and staff.
6. Prepare, provide, and maintain required reports, forms, and information as designated by the State and Federal government, superintendent, or district directives.

7. Develop a Master Schedule for the following school year and present to the Board at the March Board meeting.

Professional and External Relations

1. Participate in professional activities on a local, state, and national level.
2. Remain current in research and practices related to early adolescent learners, middle level education, and instructional leadership through active participation in local, state, and national organizations.
3. Promote current research and best educational practices with staff, colleagues, parents/guardians, and community members.

Other Duties

1. Perform all duties as assigned by the district administrator.
2. Assist with district administrative duties in the absence of the district administrator.
3. Support members of the administrative team.
4. Remain loyal to district.

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
Athletic Director
Job Description

General Function

The athletic director, under the supervision of the District Administrator, is to provide for the operation of the district's athletic programs.

Reports to: District Administrator

Qualifications

- Bachelor's Degree (preferred) with administrative and/or coaching experience. Position requires a working knowledge of WIAA rules and regulations; good organizational and communication skills; and ability to work cooperatively with others.

Essential Functions

1. Supervises all coaching staff.
2. Develop an annual athletic budget for all sponsored sports and present it to the administrator.
3. Provide for and maintain athletic schedule.
4. Provide for supervision of activities related to athletics.
5. Hire officials for athletic events.
6. Coordinate tournaments and similar events.
7. Maintain an accurate record keeping system regarding student eligibility and communicate this to coaches and administrators.
8. Provide for the district's compliance with all WIAA, conference and district rules related to athletics.
9. Serve as the primary source of communication and public relations to the public for the athletic program.
10. Prepare a master equipment inventory.
11. Coordinate gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
12. Work with coaching staff and transportation supervisor to schedule all athletic departure times and provide bus supervision with trip sheets.
13. Seek and recommend suitable competition for all non-conference events/games.
14. Confirm official's contracts and all non-conference contest contracts.
15. Coordinate the collection of rosters for program information as needed.
16. Act as a resource person and coordinator for all coaches.
17. Assist in supervision at home athletic contests.
18. Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the administrator and building principal.
19. Complete an evaluation form with the Middle/High School Principal of all coaches.
20. Hold a conference with all coaches within three weeks after the conclusion of their sport season.
21. Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic program.
22. Provide for in-service of coaching staff as needed.
23. Disseminate WIAA materials and enforce WIAA rules and regulations, including player eligibility.
24. Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the WIAA physical cards and athletic code of conduct.
25. Collect and maintain on file a properly completed physical card or alternate year physical card for every student participating of intent.

26. Administer the school athletic code in a fair and consistent manner that is within the intent of the code.
27. Help with the organization of Sports Medicine Program.
28. Ensure district adherence to all WIAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
29. Coordinate the ordering of letter jackets, distribution of letters, chevrons, captain starts, etc.
30. Order post season awards for each program
31. Attend monthly athletic conference meetings
32. Perform other duties as assigned.
33. Direct the recruitment and assignment of all persons such as ticket seller, game supervisors, scorekeepers, concession, etc. as needed to effectively operate all athletic events.
34. Serve as the district liaison to the WIAA.
35. Recommend (in conjunction with principals) coaches for employment.
36. Work with the Booster Club to provide opportunities for students and the district.
37. Perform all other duties as assigned by District Administrator.
38. Remain loyal to the Woneewoc-Center School District

Revised: July 2019

Adopted by Board: July 2024

Wonewoc-Center
Sixth, Seventh, Eighth, Ninth, Tenth Grade Class Advisor's
Job Description

General Functions

The advisor of a class in the Wonewoc-Center school district should assist students in their growth and development by enhancing district curriculum with outside activities and events.

Qualifications

1. Interested in advising students.
2. Exhibits effective interpersonal and communication skills.
3. Knowledge of the Wonewoc-Center rules and regulations, policies, and procedures.
4. High School Diploma

Performance Responsibilities

Performance and Responsibilities may vary depending upon the club or organization.

1. Class Advisor should be mindful of the goals and objects of the class.
2. To monitor class elections. (Electing a president, vice-president, secretary, treasurer, two student council members, and 2-year book staff members).
3. To monitor the classes' involvement of activities for school-based events and celebrations.
4. To promote school spirit among the class and the school community.
5. To organize fund-raisers and class/organization activities. (Students should be building their class fund for prom and graduation expenses).
6. To provide guidance and advice in decision-making.
7. To communicate class items with the administration.
8. To monitor the Financial Information accounts with Business Manager, quarterly.
9. To assist officers of the class in monitoring and managing money in their class/club account and to set fundraising goals.
10. Properly plan all activities.
11. Provide proper instruction.
12. Provide a safe physical environment.
13. Provide adequate and proper equipment if necessary.
14. Supervise all activities closely
15. Provide appropriate emergency assistance.
16. Lend experience, knowledge and act as a resource to the club or organization.
17. Accompany students on field trips.
18. Set meeting dates and times.
19. Foster teamwork within the class.
20. Inform parents of the student's participation.
21. Post articles to the newsletter, district website, or district Facebook page.

Created: July 2019

Adopted by Board: July 2024

Wonewoc-Center
Cook
Job Description

General Functions

To assist the Food Service Director in preparation of day-to-day meals for the Wonewoc-Center Food Service Program.

Report to: Food Service Director

Qualifications

- High School Diploma
- A ServSafe Certification recommended in a timely manner.
- Knowledge of 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.
- Computer knowledge
- Ability to work in warm and cold environments including refrigerators and freezers.

Essential Functions

1. Maintain the highest standards of safety and cleanliness in the kitchen.
2. Serving food according to the Department of Public Instruction (DPI) guidelines.
3. Encourage students in a positive manner to try unfamiliar foods.
4. Load and operate dishwasher.
5. Clean and disinfect tables, counters, sinks, pots, pans, and appliances.
6. Report immediately to Food Service Director any problem or accident occurring in the kitchen or cafeteria.
7. Report to the Food Service Director any faulty or inferior quality of food received or prepared.
8. Report to the Food Service Director any faulty or out dated milk received or cooler temperatures.
9. Report any personnel problems to the Food Service Director.
10. Perform the daily cleaning of the kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
11. Perform the daily cleaning of the floors, storeroom and coolers.
12. Knowledge and use of fire extinguishers, first aid and CPR.
13. Inform the Food Service Director of supplies that need to be ordered.
14. Maintain a professional, positive attitude and professional demeanor when dealing with the public as a member of the school staff.
15. Work extra hours if needed.
16. Perform all other functions and duties assigned by the Food Service Director or Administration
17. Stay loyal to the Wonewoc-Center School

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
CTE Coordinator and ACP Coordinator
Job Description

General Functions

To provide students enrolled in the Career and Technical education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals.

Qualifications

- Teaching License in a Vocational Area
- Have at least 3-years' experience in Career and Technical Education instruction.

Report to: District Administration

Performance Responsibilities

1. Formulates and administers a comprehensive, modern program of business, computer studies, technology and engineering, agricultural, and family and consumer education - exclusive of staff supervision and evaluation unless assigned by supervisor.
2. Maintains close working relationships with community and state agencies and area businesses, industries and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total business, computer studies, technology and engineering, family and consumer education, and agricultural program to achieve the established goals for providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting business, computer studies, technology and engineering, family and consumer education, and agricultural education.
5. Advises and assists in obtaining state and federal funds for career and technical education programs.
6. Assumes responsibility for the collection, review and submission of all forms and reports relative to career and technical education to state agencies:
 - a. Attends meetings and conferences as recommended by the DPI
 - b. Conducts needs assessment studies.
 - c. Compiles and submits Enrollment Reports.
 - d. Compiles and submits follow-up studies
 - e. Compiles and submits completion reports
 - f. Compiles and submits encumbrance reports
 - g. Updates career and technical education long-range plan
7. Coordinates the gathering, selecting and analysis of data with respect to jobs available to local high school graduates
8. Works to identify and define local job opportunities and the role of the school in meeting these opportunities
9. Coordinates all work-experience programs in the schools, to include Tech. Prep. and Education for Employment
 - a. Select work stations for students
 - b. Screen students for eligibility in the program
 - c. Develop training schedules with employers

- d. Make up and distribute contract between employer, student (employee), parent, and school system
 - e. Supervise students on the job at regular intervals
 - f. Counsel with students
 - g. Keep students and employers informed of any legal changes in the child labor laws
 - h. Inspect work stations periodically to insure compliance of school district, state and federal regulations
 - i. Evaluate work stations
 - j. Evaluate student progress on the job
10. Interprets the career and technical education program to the public
 11. Assists in the preparation and administration of the Tech Education budget.
 12. Makes recommendations for long-term adjustments, changes, additions and deletions in the career and technical education program to meet changing job trends and needs
 13. Counsels with career and technical students on careers
 14. Teaches classes in career and technical as needed
 15. Performs other duties as requested by the High School principal
 16. Create and implement an ACP plan for the Wonewoc-Center School District.
 17. Chair the ACP Committee for the Wonewoc-Center School District.
 18. Performs other tasks and assumes other responsibilities within the overall scope of the position, which the supervisor may assign.
 19. Remains loyal to district.

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
Custodians
Job Description

Qualifications

- High school diploma
- Job related training or skills
- Good communication skills
- Ability to work in warm and cold environments.
- Ability to lift 50 lbs., squat, stoop, kneel, and lift arms above your head.
- Ability to assume responsibility, display initiative, and exercise good judgment.

Reports to: Director of Maintenance

General Responsibilities

Repair and maintain the equipment, buildings, and grounds at all locations. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

Essential Functions

1. Perform general cleaning, dusting and vacuuming.
2. Sweep, mop, scrub, seal and wax floors.
3. Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
4. Empty trash and garbage containers.
5. Open building and check for proper ventilation.
6. Perform minor maintenance projects including painting, carpet cleaning, changing light bulbs, locks on doors, etc.
7. Obey all safety rules and regulations.
8. Adhere to daily time schedule.
9. Climb ladders and scaffolds.
10. Assist loading and unloading of trucks
11. Make minor plumbing and electrical repairs.
12. Assist in snow removal.
13. Set schedule to monitor and inspect playground equipment as well as safety inspection of the inside and outside of each building. Make repairs as needed and coordinate other maintenance repairs with Head of Maintenance.
14. Load, life or unload supplies and materials, equipment, etc.
15. Maintain confidentiality regarding students, student records, parents, staff and any other school related issues.
16. Promote a positive image of the district at all times.
17. Disinfect all commonly touched areas daily (doorknobs, telephones, pencil sharpeners, sink faucets, light switches, hand dryers, towel dispensers, etc.)
18. Knowledge and use of fire extinguishers, first aid and CPR.
19. Inform Director of Maintenance of supplies and equipment that needs to be ordered.

20. Maintain a professional, positive attitude and professional demeanor when dealing with the public as a member of the school staff.
21. Understand and operate boilers, heating, ventilation and other related equipment in maintaining proper ventilation within the school.
22. Work extra hours or adjust work schedule if needed.
23. Perform all other functions and duties assigned by the Director of Maintenance or Administration.
24. Remain loyal to the Woneewoc-Center School District.

Revised: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Dean of Students
Job Description

General Functions

Under the direction of the Principal, the Dean of Students, serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs.

Qualifications

- Teaching License in State of Wisconsin
- Working toward a Wisconsin Administrative License.
- Desire to seek an administrative role.

Report to: District Administrator

Performance Responsibilities

1. Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
2. Assists the Principal in providing instructional leadership to the school.
3. Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
4. Supervises students on campus before and after school; monitors students during lunch. Recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
5. Monitors and organizes K-12 attendance; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
6. Files truancy and advises District Administrator of filings.
7. Participates as needed in Individual Educational Plan meetings.
8. Supervises activities, including evening activities, as assigned.
9. Participates in interviewing, selecting, hiring, and supervising of personnel involved with a variety of student activities.
10. Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; directs the work of yard duty staff and crossing guards; plans and debriefs emergency drills; updates the school safety plan.
11. Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
12. Performs other duties as assigned.

13. Attends School Board Meetings on selected months.
14. Models district standards of ethics, confidentiality, and professionalism.
15. Meets schedules and deadlines.
16. Follows through with directives.
17. Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
18. Operates office equipment including a computer with a variety of software related to job requirements.
19. Builds relationships with families.
20. Prepares and delivers oral presentations to groups.
21. Defines problems, collects data, establishes facts, and draws valid conclusions.
22. Maintains a safe and orderly learning environment.
23. Uses effective interpersonal skills including tact, patience, and courtesy.
24. Remain loyal to the district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Director of Maintenance
Job Description

General Function

Directs the operations and maintenance of the total physical plant of the district and is responsible for the district's safety program. He/she plays a key role in new construction, remodeling, and repair. The Director of Maintenance is responsible for scheduling the work times, workloads and responsibilities for the custodial staffing including any temporary or seasonal help, working with consultants, vendors, and proper training of custodial staff. The director needs to update and maintain all MSDS records, and keep staff informed of any safety and health requirements. He/she will update and maintain the environmental manuals and be OSHA compliant. He/she will work with the Village of Wonewoc on any system interruptions or changes in service.

Reports to: District Administrator

Qualifications

- High School Diploma
- Aptitude and understanding in the areas of plumbing, heating, ventilation, carpentry, refrigeration, electricity, mechanics, remodeling and construction.
- Excellent communication, human relations, supervisory, and management skills.
- Valid Wisconsin Driver's License
- Knowledge of
 - Operations, services and activities of a comprehensive facilities program.
 - Research techniques including planning of studies and investigations, determining variables, and developing source data.
 - Standard construction methods, terminology, materials, equipment and practices.
 - Principles and practices of budget preparation and administration.
 - Project cost analysis principles and procedures.
 - Principles of supervision, training and performance evaluations.
 - Safety practices and procedures including OSHA, and state regulations
 - Laws and regulations relating to construction and maintenance of facilities.
 - Computers, productivity software, and facilities related application software and automated building systems.
- Ability to
 - Plan, organize, direct and coordinate the work of the buildings and grounds department.
 - Select, supervise, train and evaluate staff.
 - Analyze problems identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Read and interpret blueprints, mechanical, electrical and structural drawings, plans, and sketches
 - Interpret laws, rules, regulations and policies related to construction needs.
 - Prepare and administer budgets.
 - Prepare and concise administrative and financial reports and make presentations.

- Operate a computer and software to develop, direct and maintain a computerized facilities program.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing, and to establish and maintain effective working relationships with staff and outside vendors.
- Address emergencies and other critical operational problems.
- Develop, implement and monitor long and short range plans for building maintenance, equipment, and district vehicles.
- Keep records and generate meaningful reports.

Essential Functions

1. Supervise and evaluate the daily activities of all custodians to ensure cleanliness, sanitation and safety in school district facilities.
2. Schedule work assignments for custodial and maintenance staff and substitute employees.
3. Interview and recommend candidates for custodial and maintenance positions.
4. Provide all required state and federal training for new, seasonal and substitute employees.
5. Monitor and manage the district's energy program.
6. Assume responsibility for comprehensive over all planning and scheduling of maintenance and repair requirements for the district.
7. Advise the administration and Board regarding the physical condition of district facilities and related budgetary needs, as well as oversee the facilities budget.
8. Serve as the Safety Coordinator for the District
9. Oversee a comprehensive preventative maintenance program.
10. Coordinate capital maintenance projects.
11. Develop and maintain long-range facilities plans for the district including a five-year plan for the scheduling of preventative maintenance.
12. Complete and maintain all necessary reports, records, and logs.
13. Act as the owner's representative in all repair, remodeling and construction projects
14. Participate in the planning, development, and construction phases of new facilities.
15. Develop and maintain the District's Chemical Hygiene Plan, including the maintenance of Material Safety Data Sheets (MSDS) for the Building and Grounds with oversight for the entire district.
16. Inspect all district facilities; resolving existing problems and determine future requirements.
17. Review and approve work orders; reviewing request for alterations, remodeling, modernization, and other work; make and review cost and labor estimates on construction and repair work
18. Perform other duties deemed appropriate and assigned by administration.

General Cleaning and Custodial Duties

1. Clean restrooms including the removal of any rust in toilets or sinks.
2. Clean Locker rooms including the removal of any rust or scum around shower heads and walls.
3. Remove garbage from the school daily and take recyclables to the indicated containers.

4. Sweep and scrub hallways throughout the day. Clean glass throughout the day.
5. Scrub and wax floors at determined times throughout the year.
6. Perform maintenance throughout the building as needed.
7. Inspect, maintain and keep records on the lift stations. Contract for inspection and cleaning.
8. Maintain and keep records on the heating and cooling systems. Contract for inspection of boilers.
9. Maintain grounds. Contract for maintenance of all equipment including but not limited to mowing, trimming and snow removal.
10. Perform all reasonable tasks at the request of the Superintendent of Schools.
11. Remain loyal to the district.

Revised: July, 2019

Adopted by the Board: July 2024

Wonewoc-Center
Director of Student Services
Job Description

General Functions

Director of Student Services: The Director of Student Services shall have district-wide responsibility for development, direction, coordination and evaluation of all programs and services included in the student services department. Such programs and services include student safety plans, special education, Section 504 compliance, health services, guidance and counseling, psychological services, social work services, homebound instruction and English Language Learners. He or she strives to provide every student seamlessly integrated learning program with high standards by ensuring coordination between every staff member, all programs, schools and relevant community agencies. The Director of Student Services shall work with building principal in the supervision and evaluation of staff. The Director of Student Services shall be responsible to the District Administrator in implementing Board policies. Is a primary advocate for children age three through 21 who are experiencing developmental concerns, or school or learning problems.

Qualifications

- Master's degree in education from an accredited college or university.
- Current certification or able to appropriate certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
- 317 Reading License
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: _District Administrator

Duties and Responsibilities:

Special Ed Director:

1. Be responsible and accountable for the development, implementation and evaluation special education programs in accordance with state laws and regulations.
2. Coordinates and/or facilitates the Individualized Education Program (IEP) process, assigns staff to conduct IEP evaluations and interprets IEP evaluation results.
3. Provides leadership in the planning of the IEP and with the availability of district resources described on the IEP.
4. Provides leadership in the process of determining IEP program placement and in the accuracy of procedural safeguards in the IEP.
5. Recommends policies and procedures related to pupil services and special education students.
6. Prepares documentation that will provide assurance that the district is complying with state and federal legislation relating to Pupil Service.
7. Provides communication and staff development including Individuals with Disabilities Act (IDEA) procedural requirements.
8. Works with parents of special education children to assist them in understanding and fulfilling their role and responsibility in the education of their child.
9. Receives, investigates, mediates, and processes complaints of student harassment.

10. Be responsible for the professional guidance, supervision, development, and evaluation of specialists in the Special Education Program.
11. Maintain such student records as are required by the state or needed for effectively meeting student needs.
12. Participate in special consultations and case conferences.
13. Work with Business Manager on budget preparation, implementation, and fiscal accountability for assigned pupil service programs.
14. Oversee 504 plans and ELL programs.
15. Perform other tasks deemed necessary by the district administrator.

Other:

1. Serve as a member of the Wonewoc-Center Administrative Team.
2. Remain Loyal to the Wonewoc-Center School District

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
Title Coordinator
Job Description

General Functions

Title I Coordinator: The Coordinator Provides leadership that ensures compliance with federal regulations and promotes effective intervention programs to students across the division. Responsible for overseeing the Title I program is priorities, activities, and plans with general program leadership to ensure program efficiency, accountability, and concordance with division targets and improvement plans.

Qualifications

- Master's degree in education from an accredited college or university.
- Current certification or able to appropriate certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
- 317 Reading License
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: District Administrator

Duties and Responsibilities:

Title I Coordinator

1. Organize a district-wide Title I Program.
2. Support district in the implementation of Title I, Part A and ESSA federal mandates.
3. Ensure compliance with federal and state regulations.
4. Insures that all Title I reporting and compliance requirements are met.
5. Responsible for the development and implementation of Title IA programs.
6. Oversee budget development and long-range financial planning in Title I Program and assumes responsibility for expenditure of Title I funds.
7. Procures instructional materials and equipment for Title I Program.
8. Plans and facilitates meetings for Title I teachers and parents, as appropriate.
9. Ensures implementation of parent involvement programs for Title I.
10. Partners with local private schools as appropriate.
11. Provides support, guidance, and leadership to teachers and building administrators.

Other:

3. Serve as a member of the Wonewoc-Center Administrative Team.
4. Remain Loyal to the Wonewoc-Center School District

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
DAC Coordinator
Job Description

General Functions

DAC Coordinator (District Assessment Coordinator): This person will provide leadership and support in developing, implementing, monitoring, and sustaining a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to target instruction.

Qualifications

- Master's degree in education from an accredited college or university.
- Current certification or able to appropriate certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
- 317 Reading License
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: District Administrator

Duties and Responsibilities:

Assessment Coordinator (DAC)

1. Serve as coordinator of state and local assessments.
2. Inform staff, administration, and school board of the results of all state testing.
3. Work with staff to educate them on testing rules and responsibilities.

Other:

1. Serve as a member of the Wonewoc-Center Administrative Team.
2. Remain Loyal to the Wonewoc-Center School District

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
RTI Coordinator
Job Description

General Functions

RTI (Response to Intervention) Coordinator: Responsible for push-in and pull out support in planning instruction and/or adaptation of the instructional program using the Response to Intervention (RTI) model to facilitate student learning in accordance with corporation policies and state guidelines. Design and implement specific strategies designed to promote intellectual, social, and physical growth in all identified intervention students. Evaluate and measure the effectiveness of specific RTI strategies and interventions in order to refine Tier 1, Tier 2, and Tier 3 levels of support. Supports the instruction programs with regular and special education teachers.

Qualifications

- Master's degree in education from an accredited college or university.
- Current certification or able to appropriate certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
- 317 Reading License
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: District Administrator

Duties and Responsibilities:

Response to Intervention Coordinator (RTI)

1. Implement and track all PBIS and Academic Tier 3 support for all identified students.
2. Design systems and tools to measure effectiveness of Tier 3 support.
3. Use data to help teachers identify and group children who need additional supports.
4. Develop a three tier system for the RTI process
5. Educate staff on RTI
6. Assess the accomplishments of students in a variety of ways on a regular basis and provides progress reports as required.
7. Meet with parents of students who are at Tier 3.

Other:

1. Serve as a member of the Wonewoc-Center Administrative Team.
2. Remain Loyal to the Wonewoc-Center School District

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
Reading Specialist
Job Description

General Functions

Reading Specialist: To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may drive maximum benefit from the K-8 reading curriculum.

Qualifications

- Master's degree in education from an accredited college or university.
- Current certification or able to appropriate certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
- 317 Reading License
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: District Administrator

Duties and Responsibilities:

Reading Specialist

1. Observes disabled readers in the classroom, upon teacher's request.
2. Assists classroom teachers in the diagnosis of students and collaborates in planning the instructional strategies.
3. Assists in selection of appropriate materials utilized by the classroom teacher for corrective measures.
4. Provides demonstrations of new methods and materials.
5. Interprets and disseminates results of the Assessments.
6. Develops and implements a remediation plan for non-special needs students who have poor comprehension test results.
7. Is responsible for maintaining the literature collection.
8. Plans and conducts periodic evaluations to assess the need for changes in the reading program.
9. Serves as a resource to the board and administration in areas of reading instruction and curriculum.
10. Provides leadership in the development and implementation of K-8 reading program.
11. Ensures that reading is a component of the K-8 Language Arts.

Other:

1. Serve as a member of the Wonewoc-Center Administrative Team.
2. Remain Loyal to the Wonewoc-Center School District

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
District Administrator
Job Description

The District Administrator (Superintendent) is the chief executive office of the school district. He/she shall act in accordance with the policies, rules and regulations as established by the Board of education and the laws and administrative regulations of the State of Wisconsin. The administration of the school district shall be delegated to the District Administration. The District Administrator may delegate to subordinates any of the responsibilities and duties, which the Board of Education has entrusted to him/her, but in every instance, he/she shall continue to be responsible and accountable to the Board of Education for the execution of the responsibilities and duties delegated.

Qualifications

- Certification as required by the State of Wisconsin
- Any other qualifications the Board may deem necessary or desirable

Reports to: Board of Education

District Administrator

Essential Functions

1. Oversee the recruitment and selection processes for all permanent and substitute district employees.
2. Conduct background checks and reference checks on employees and volunteers in the district.
3. Serve as district liaison to university teacher education programs for student teachers, recruitment, and placement.
4. Oversee the district's personnel recordkeeping process, including all information necessary to maintain current records on licenses, training, assignments, and contracts.
5. Maintain the updated "job descriptions book" and coordinates the revisions of job descriptions.
6. Maintain updated staff handbooks and agreements and distribute them to appropriate personnel.
7. Interpret and enforce existing personnel policies and regulations to staff and make recommendations concerning the formulation of new policies and regulations
8. Be actively involved in state, regional and national educational organizations, including leadership positions.
9. Serve as the district's spokesperson and advocate on state and national legislative and educational issues.
10. Participate in classes, workshops and conferences to stay current on educational trends and issues and keep the Board and community informed on how these could impact the district.
11. Keep the Board informed on matters or issues that impact the day-to-day operations of the district.
12. Supervise a process involving students, staff and community members that leads to the development of district goals.
13. Promote academic excellence for staff and students.

14. Build self-esteem in staff and students through recognition programs and activities that provide for a positive school climate.
15. Facilitate cooperation with other governmental bodies and various constituencies.
16. Exhibit creative problem solving and promote and model risk training.

Policy and Governance

1. Prepare the agenda and materials for Board meetings and distribute them to members in advance.
2. Develop and supervise a process that provides for positive school climate with the appropriate procedures and rules for disciplining students.
3. Recommend to the board policies that are consistent with state and federal laws and supervise their implementation.
4. Work with Board committees to facilitate the review of issues and proposals prior to full Board action.
5. Provide for activities and procedures that promote positive District Administrator-Board interpersonal and working relationships.
6. Adopt procedures to avoid civil and criminal liabilities for the district.

Finances

1. Works with Bookkeeper to establish a viable budget for the Wonewoc-Center School District.
2. Keeps board informed about district finances.

Communication

1. Develop channels of communication with school personnel, students and the community.
2. Provide information to the Board at the request of a committee or the full board.
3. Articulate the district's goals, decisions, and priorities to the community and media.
4. Write and speak clearly.
5. Demonstrate good listening skills.
6. Understand the political forces in the community and demonstrate the ability to build community support for district priorities.
7. Utilize formal and informal techniques to determine the community perceptions of the district and its programs.
8. Demonstrate conflict resolution skills, consensus building skills and the ability to bring about cooperative solutions.
9. Identify, track and deal with educational and community issues.
10. Provide a system that keeps parents well informed on the progress of their children.
11. Promote formal and informal communications with all staff.
12. Directly supervise members of the administrative cabinet.
13. Manage all employee contracts and agreements and address grievances in the appropriate manner.

Organizational Management

1. Work closely with the Business Manager to create long range financial needs to the Board.
2. Develop, implement and monitor change processes and organizational transitions.
3. Utilize data and information in the decision making process.
4. Develop procedures, rules and guidelines for smooth and orderly operation of the school district.
5. Develop and supervise the disciplinary processes for students, including the expulsion of students.
6. Demonstrate and understanding of auxiliary programs such as maintenance, transportation and food services.
7. Advise the Board on legal issues regulations and codes that could impact the district and implement changes in the operations to maintain district compliance.
8. Delegate authority and responsibility appropriately to members of the administrative team and staff.
9. Allocate and manage resources effectively to ensure successful student learning.
10. Recommend to the Board the selection, employment, assignment, transfer, supervision and dismissal of all school employees.

Values and Ethics of Leadership

1. Model appropriate values, ethics and moral leadership in all interactions.
2. Balance complex community demands in the best interest of the students.
3. Demonstrate initiative, loyalty and dedication to the district.
4. Promote the value of public education in a free and democratic society.
5. Involve other community agencies to support each child in the district.

Revised: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Director of Instruction (DI)
Job Description

Qualifications

- Certification as required by the State of Wisconsin
- Any other qualifications the Board may deem necessary or desirable

Reports to: Board of Education

Director of Curriculum & Instruction

General Function

The Director of Instruction shall be responsible for the coordination of planning, development, implementation, and evaluation of curriculum programs.

Essential Functions

1. Work with the Board and appropriate committees in the development of the District's curriculum and instructional program.
2. Plan and coordinate the evaluation of the educational programs.
3. Continue to motivate and encourage staff to explore new teaching methods, intake curriculum revisions and updates, and develop new programs through staff development programs.
4. Coordinate the District's professional development programs.
5. Assess the educational needs of the District and provide the necessary input and guidance in the development of programs and procedures to satisfy the needs.
6. Establish a good working rapport with professional staff, administration support staff and community members of the Wonewoc-Center School District.
7. Provide the necessary direction for the development, implementation and refinement of the curriculum to meet state and local standards.
8. Provide assistance to staff and administration in the development of new curriculum and programs for the academic year and the summer program.
9. Provide input and assistance to staff in the improvement of instruction.
10. Review weekly lesson plans of all teaching staff.

External Relations

- Maintain positive relationship and communications with the media, community agencies, Department of Public Instruction and other school districts.

Revised: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Elementary Principal
Job Description

Qualifications

- Certification as required by the State of Wisconsin
- Any other qualifications the Board may deem necessary or desirable

Reports to: District Administrator

Elementary Principal

General Function

The principal has the responsibility for the organization, administration, and supervision of the elementary school. The principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the school board.

Essential Functions

1. Develop with staff, annual educational goals which reflect the educational objectives of the district.
2. Delegate appropriate responsibility and authority to staff.
3. Establish and maintain an effective learning climate in the school.
4. Provide for staff involvement in the decision-making process.
5. Develop a process for obtaining feedback on own performance from staff.
6. Recognize and anticipate changes in the community, educational fields, and in the elementary school.
7. Develop and maintain constructive relationships and lines of communications with staff, students, parents/guardians, and community.
8. Initiate and implement procedures and activities that will provide each student the opportunity for optimum learning.
9. Encourage and support student activities.
10. Establish methods to encourage parent and community involvement and participation in school programs and activities.
11. Recommend selection and assignment of staff.
12. Supervise and evaluate staff according to district policies.
13. Provide direction for all staff.
14. Be responsible for general management, discipline and supervision of the elementary school within the framework of established Board policies.
15. Develop and implement an annual school schedule.
16. Accept the responsibility for furthering the educational profession and public education.
17. Remain loyal to the district.

Revised: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Business Manager
Job Description

Qualifications

- Appropriate DPI Licenser (08)
- Any other qualifications the Board of Education may deem necessary or desirable.

Reports to: District Administrator

General Functions

The Business Bookkeeper, under the supervision of the District Administrator, has the responsibility to provide sound fiscal management in the operation of all financial matters, including developing and managing the school budget, the investing and borrowing of money, and managing receipts and payments. Perform all responsibilities necessary to process payroll in a regular and timely manner. Adapt to a variety of responsibilities between the Human Resources and Business Office. Present a positive image when communicating with staff members. Properly handle all confidential matters. Keeps the District Administrator informed of all financial transactions.

Essential Functions

1. Assist the District Administrator in preparing the annual school budget and presenting it for approval to the Wonewoc-Center Board and the public.
2. Work with the Board and appropriate committees in the development of the District budget.
3. Conduct the budget hearing to inform the public of the proposed budget and to receive input.
4. Prepare the annual meeting booklet.
5. Recommend a tax levy to the Board to support the District budget. Make sure the levy is adequate to keep the district on a sound financial status.
6. Assist building principals with developing individual budgets.
7. File all necessary reports, claims, and forms to secure all money due to the school district.
8. Fill out and file annual and fall reports to the Department of Public Instruction.
9. Fill out and file all other financial claims.
10. Borrow money on a long-term basis for any capital improvement or new buildings through working with the Districts financial advisor.
11. Borrow money on a short term basis as needed to keep the district running financially until state aids and tax levy monies are received.
12. Invest money on a regular basis, whether through money markets, certificate of deposits, NOW accounts, etc.
13. Seek bids according to Board policy.
14. Monitor the Student Activity Fund.

Payroll

15. Develop and supervise the district's maintenance and facility budget.
16. Process payroll for professional, support, substitute, community education, summer school and co-curricular staff. Accurately handle payroll for new hires.
17. Process and send direct deposit, tax and retirement payments electronically.

18. Balance, reconcile, process and mail budgetary checks and reports from payroll run.
19. Maintain all court ordered disbursements and respond to interrogatives.
20. Comply with all payroll tax requirements, including local, state, and federal regulations and filing local, state and federal payroll tax returns. Process and file W-2 and 1099 M wage statements. Work with tax agencies to resolve any outstanding issues.
21. Establish and maintain payroll files. Update employee profile and payroll deduction changes.
22. Prepare contract adjustments, retro payments and dock reports.
23. Maintain necessary paperwork for the flexible benefits program and tax-sheltered annuities (TSA's).
24. Correspond with external (insurance companies, investment corporations, etc.) vendors and internal district staff.
25. Reconcile monthly payroll bank statement.

Financial Operations

1. Operate the District's accounting system (budget and payroll) to meet DPI standards and the WUFAR and GAAP standards.
2. Assist and direct the secretary in the process of invoices, purchase orders, encumbrances and all other budget information.
3. Make recommendations to the District Administrator in the purchase or lease of equipment to insure quality and efficiency in the financial and administrative functions of the District.

Employee Benefits

1. Oversee enrollment, changes and termination of employees for the district's health, dental, life, long-term disability, and other plans.
2. Serve as a resource person for staff on the district's employee benefit programs, including health insurance, life insurance, long-term disability insurance, retirement plans, dental insurance, and prescription coverage.
3. Serve on District's Insurance Committee.
4. Monitor Worker's Compensation and Long-Term Disability cases.
5. Oversee the Employee Assistance Program.

Other Duties and Responsibilities

1. Attend all Board meetings and committee meetings as designated by the District Administrator.
2. Recommend policies to be adopted concerning the fiscal management of the District.
3. Work with auditors to complete year-end audit.
4. Monitor all monies coming into the District and insure good audit trails and accountability.
5. Insure that all fixed assets are on an inventory and that a copy of important records, including fixed asset inventory, budget, payroll, student records, etc. are kept in a fireproof vault.
6. Serve as a member of the administrative team.
7. Perform other duties as assigned by the District Administrator.
8. Keep current on employment laws, regulations, rules, and policies, and advise those affected by them.
9. Promote a positive image of the District at all times.
10. Stay loyal to the district.

Wonewoc-Center District
Student Registrar/Technology Troubleshooter
Job Description

Qualifications

- High school diploma (additional related training desirable but not required). Previous administrative assistant experience beneficial.
- Organizational skills, word processing skills and proficiency in communication.
- Ability to operate office machines such as computer, copier, fax machine, and announcement system.
- Knowledge of software currently used in the District.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Ability to perform duties of a sensitive and confidential nature.
- Ability to work effectively with off-site technical support.
- Ability to work with teaching staff in providing necessary technology skill training to students and staff.

Reports to: District Administrator

General Responsibilities

Performs responsibilities necessary to accomplish objectives of a well-run student data system. Correspond with Department of Public Instruction on WiseDash, Open Enrollment etc. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues. Assists with development of integrated technology lessons with instructional staff.

Essential Functions

1. Skyward setup for auto calculation and letter preparation relating to the attendance of individual students by notify parents by mail of students who have met 5-day absence, eight, and 10-day absence/semester.
2. Prepare the following reports:
 - a. Third Friday in September Report and January report in coordination with principal.
 - b. Quarterly class attendance reports to be completed one week after end of each quarter.
 - c. Year-end State Department of Public Instruction report to be completed one week after school year completion.
 - d. Summary sheets for State Performance report to be completed on week after school year completion.
 - e. Wise Id & WiseData & Wise Staff Preparation
 - f. DPI reports including Pupil Count (3rd Fri Sept. and 2nd Fri. Jan) with Business Manager.
 - g. CRDC Report with Principal
 - h. CTE report with CTE Team
3. Prepare for registration day with on-line registration
4. Process new student records and process withdrawal of students from our system.
5. Maintain SEEDS Wise Data Output.
6. Serve as primary point of contact for families regarding the parent web portal.
7. Process open enrollment, tuition waiver, and intra-district transfer applications.
8. Conduct the district census.
9. Provide input as needed for district student data system planning.
10. Completes all state reports.
11. Assures data is clean in Skyward data base.

12. Assists 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.
13. Maintain confidentiality and loyalty to employer.

Skyward

14. Coordinates Skyward Student management local operations in all entities and modules.
15. Coordinates Rollover with PK-12 Secretary
16. Coordinates Student Records and enrollment.
17. Maintains St. Paul's School information including busing.
18. Conducts new employee Skyward training
19. Setup Summer School Entity.

Open Enrollment & Home Schooling/Alternative Education

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

School Board Elections

23. Prepares information for School Board elections along with Business Manager
24. Submits postings to newspaper, prepares, and submits packets to city, town, and village town clerks.
25. Prepares information for the Canvass after the election.

Report Cards & Transcripts

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

Other Duties

- Map testing set up (Fall/Winter/Spring/Summer)
- PALS testing set up
- Assist with Forward Exam/ACT Aspire/NAEP/ACT/EEL
- Carehawk Calendar and Bell Schedule software
- Nortel Telephone System Maintenance
- Papercut Maintenance
- Skylert setup broadcast lists and backup for alert notifications
- Outdoor Sign backup
- Website backup
- Facebook backup
- Officer person backup
- Copier maintenance/troubleshooting/ordering supplies
- Troubleshooting technology hardware and software issues as they arise.

Other Functions

- Perform other responsibilities as requested by administrative team.
- Promote a positive image of the district at all times.
- Maintain current on technological skills and knowledge, participating in designated training as required.
- Any other duties deemed necessary by the District Administrator.
- Remain loyal to the Wonewoc-Center School District.

Revised: July 2019

Adopted by School Board: July 2024

Wonewoc-Center
K-12 District Secretary
Job Description.

General Responsibilities

Performs clerical responsibilities necessary to accomplish objectives established by the administrative team. Adapts to a variety of responsibilities. Presents a positive image in contacts with parents, community and staff. Properly handles confidential matters relating to students, student records, parents, staff and other school-related issues. Communicates in a friendly, caring manner.

Reports to: Principal and District Administrator

Qualifications

- High school diploma (additional related training desirable but not required).
- Organizational skills, word processing skills and proficiency in communication skills.
- Ability to operate office machines such as computer, copier, fax machine, and announcement system.
- Knowledge of software currently used in the district.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Ability to stay calm in stressful situations.
- Ability to multi-task.
- Display a positive, compassionate attitude when dealing with people face-to-face or on the phone.

Essential Functions

1. Greet and assist visitors as they enter the school building in a positive and friendly manner.
2. Directs messages to students throughout day.
3. Relay information to staff members.
4. Serve as a resource person for staff on sick leave, personal leave, vacation and leave of absence.
5. Update district administrator on staff absences at the end of each quarter.
6. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
7. Type correspondence and reports as required and assigned.
8. Sort and distribute mail as received.
9. Make building announcements and operate sound system.
10. Maintain school office in an orderly efficient manner.
11. Assist teachers in preparation of materials as directed by the principal.
12. Obtain substitutes in the absence of preplanned and unplanned employee absences.
13. Maintain a workable filing system.
14. Collect money from all sources within the building and forward to the business office.
15. Prepares cash boxes and accounts for all monies for all home athletic events, homecoming, prom, special events, etc.
16. Prepare insurance forms for injured students both for athletics and school related.
17. Attend workshops/seminars/classes as necessary to update knowledge and skills as directed by the administration staff.
18. Maintain central supply.
19. Assist with new school year start up.
20. Assist teachers, support staff, students and parents, as needed.
21. Maintain confidentiality and loyalty to employer.
22. Order supplies
23. Take bus changes throughout the day until 2:00 p.m. Deliver all bus changes to teachers at 2:00 p.m.

24. Do banking daily
25. Post daily absence summary to teachers that includes students that are absent that day if they are excused or unexcused.
26. Post daily to staff those staff members not in the building and who their subs are.

Food Service

1. Coordinate Food Service application process. Prepare, distribute, review, calculate, and inform.
2. Direct Certification-Upload required information, retrieve results, and communicate findings.
3. Distribute notices of pricing/policy information.
4. Verification Collection Report and FNS-10 Report
5. Collect Food Service Payments
6. Coordinate Food Service Rollover

Skyward

1. Update and change student records as needed.
2. Put in all staff information including home address, medical information etc.
3. Update bus routes as needed
4. Trouble shoot as needed

Busing

1. Coordinate students and routing with Brown Bus Service.
2. Communicates with Brown Bus Company about changes and new student enrollment.
3. Inform all parents who have children ride the bus about what bus they will be riding; possible time child will be picked up. This should be done through mail.

Activity Accounts

1. Responsible for collection of monies, deposits and accounting of student activity accounts.

Other functions

1. Complete background checks as required on volunteers.
2. Issue work permits for the Department of Workforce Development.
3. Perform other responsibilities as assigned by principal.
4. Provide support to the Business Manager as needed.
5. Promote a positive image of the district at all times.
6. Prepare/assemble forms
7. Prepare new employee packets and create an employee file
8. Maintain door security.
9. Remain loyal to district employees.

Revised: July 2019

Adopted by Board: July 2024

Wonewoc-Center
Drama/Class Play Advisor
Job Description

General Responsibilities

The Drama Club Advisor is responsible for advising and overseeing the activities of the Drama Club. They are responsible for producing and directing a School Play each year from the 9-12 student populations. All activities are paid for through fundraising and ticket sales and by club participants.

Qualifications

- Bachelor Degree from an accredited institution.
- Ability to organize and supervise

Reports to: Principal

Responsibilities:

1. Adhere to district policies.
2. Follow student handbook.
3. Produce and direct a school play for students in grades 9-12.
4. Supervise and direct all activities and practices.
5. Take care of the physical plant, equipment, and supplies during activities.
6. Make sure students have transportation to get home. No student is to be left without a ride.
7. Supervise the Drama Club Activities.
8. Establish club goals and plan for drama interests and activities.
9. Encourage students to appreciate and value their classmates, school, and community.
10. Create a schedule of practices and dress rehearsals.
11. Encourage students to appreciate drama, learn about the various facets of production, and to improve upon character development and public presentation skills.
12. Work with school administration to develop budget for all activities and events.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Eighth Grade Class Advisor

General Functions

The advisor of the eighth grade class at Wonewoc-Center school district should assist students in their growth and development by enhancing district curriculum with outside activities and events.

Qualifications

- Interested in advising students.
- Exhibits effective interpersonal and communication skills.
- Knowledge of the Wonewoc-Center rules and regulations, policies, and administrative guidelines.

Performance Responsibilities

- Assist eighth grade class with setting goals and objects for their eighth grade year.
- To monitor class elections.
- To monitor class involvement in activities for school based events and celebrations.
- To promote school spirit among the class, school, and community.
- To organize a fundraiser.
- To provide guidance and advice in decision-making.
- To monitor Financial Information about account with Business Manager at least quarterly.
- Properly plan activities.
- To develop a process that is fair to all eighth graders when developing a leadership team.
- Properly plan all activities.
- Gain approval from administration for all events and activities.
- Supervise all activities.
- Accompany students on field trips.
- Communicate with parents about events and trips.
- Post articles to the newsletter, district website, or district Facebook page.
- Any other duties assigned by administration.
- To assist with transition program.
- To assist with Eighth Grade Awards and Promotion Ceremony.
- Remain loyal to district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
FBLA Advisor
Job Description

Job Summary

The goal of the FBLA sponsor is to develop programs that prepare students for careers in business and business related fields. The FBLA Advisor provides quality education experiences for students in leadership, teamwork, citizenship, money management, goal development, and charter development.

Qualifications

1. Valid Wisconsin Teaching License
2. Ability to communicate both verbally and in writing, and interact effectively.
3. Ability to prioritize and meet deadlines while complying with established policies and procedures.
4. Demonstrate organization ability and attention to detail.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

Essential Duties and Responsibilities

1. Recruits and supervised the growth and development of students to plan, organize and lead the local FBLA chapter.
2. Oversees meetings and elections of officers according to FBLA guidelines
3. Assists officers with development of meeting agendas and calendar of events.
4. Prepares students for competition at the local, district, state and national conference level.
5. Coordinates the transportation/logistics of all students to and from competitions.
6. Provides for the safety of students, facilities, and equipment while conducting all chapter activities.
7. Organizes, supervises, and conducts fundraising and sponsorship activities as requires to support the chapter.
8. Supervises and ensures that all chapter activities and other events meet national FBLA and district guidelines/policies.
9. Acts as a liaison between students and administrators.
10. Maintains accurate financial records that identify all sources or revenues and expenditures.
11. Maintains accurate financial records that identify all sources or revenues and expenditures associated with the chapter.
12. Ensures that members understand the expectations of FBLA, and serve as good role models for the student body.
13. Remain loyal to the district.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Food Service Director
Job Description

General Responsibilities

The Food Service Director will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and education needs of children, as they relate to the CNP. The director will comply with all federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Reports to: District Administrator

Qualifications

- High School diploma required.
- Specialized training in food preparation and/or food service management is not required, but will assist in job performance.
- Knowledge of computer, record keeping.
- Strong leadership skills.
- Self-directed, organized and efficient.
- Valid Driver's License
- Good communication skills.
- Ability to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls.
- Ability to squat, stoop or kneel, reach above the head and reach forward.
- Ability to lift and/or move up to 50 lbs., such as crates, bags or cartons of canned or fresh produce.
- Ability to push/pull items such as tables, or bulk food carts.
- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Friendly, neat and clean in appearance.

Knowledge and Abilities

- Meal production, planning and scheduling.
- Applicable District, Federal and State laws, rules and regulations related to food service and quantity food preparation and food merchandising.
- Nutrition, sanitation, operation regulations and requirements and use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments including sanitation and maintenance regulations.
- Budget preparation, control and record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written skills.

Essential

1. Use the bidding process to select food services providers or contractors.
2. Operate the food service program to make it self-supporting.
3. Purchase equipment as needed.
4. Monitor the collection of money and collection procedures used in food service program. Insure good audit trails and accountability.
5. Directs, assigns, schedules and evaluates food service personnel; conducts training sessions for new employees.
6. Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
7. Plans and coordinates daily work for efficient use of labor, receives calls from employees and call substitutes as necessary.
8. Trains and assists employees in proper handling of foods, correct use and care of equipment and high standards of sanitation and safety.
9. Maintains, prepares and reviews a variety of menu production records, inventories, logs, and reports; accumulates data and inputs information into a computer as appropriate and files documents as necessary.
10. Supervises and participates in food preparation and distribution to District students and staff, plans for catered events such as meetings, activities and parties; plans and coordinates food service operations with school activities to improve school and community relations and increase student participation.
11. Communicates with students, staff, faculty, and outside organizations to exchange information receives suggestions, and resolves issues related to food service.
12. Participates in, schedules and attends in-service meetings and workshops related to assignment.
13. Demonstrates regular attendance and punctuality.
14. Adheres to the appropriate code of ethics.
15. Performs other duties consistent with the position assigned.
16. Complete monthly & annual remittance reports.
17. Coordinate summer food service program.
18. Coordinate lunch payments, accounts, and correspondence to obtain payments.
19. Prepare menus for publication.
20. Plan disposition of government commodities as part of the ongoing Food Service Program.
21. Remains loyal to the district.

Revised: July, 2019

Adopted by the Board: July 2024

Wonewoc-Center
Gifted and Talented Coordinator
Job Description

General Functions

The gifted and talented coordinator shall coordinate and provide for a systematic and continuous program, which will increase the Wonewoc-Center School District's effectiveness in meeting the needs of gifted and talented students.

Qualifications

- Valid Wisconsin teaching certification.
- Ability to work cooperatively with classroom teachers and school community.
- Successful experiences as a classroom teacher.
- Training in education of the Gifted and Talented Child.

Reports to: District Administration

Responsibilities and Duties

District/Professional Responsibilities

- Work cooperatively with other teachers, principals(s) and the director of instruction to develop an appropriate instructional program consistent with the district's goals and philosophy.
- Provide the staff with materials, equipment, support and training to improve enrichment resource instruction.
- Attend workshops and conferences as necessary to carry out the responsibilities of the job.
- Inform staff of available conferences and encourage attendance.
- Remain informed of current information related to enrichment resource students and programming.
- Provide materials and serve as a resource to district curricular and instructional committees.
- Serve as a resource in staff development.

Instructional Responsibilities

- Plan, develop, advise and coordinate enrichment activities for use by the classroom teacher.
- Provide enrichment activities and/or thinking skills training in the regular classroom when time allows.

Communication

- Communicate in an appropriate manner with other staff members, district specialists and administrators.
- Provide resources for teachers who are working with gifted students.
- Communicate to the building principal any enrichment resources student or program concerns.
- Communicate to parents regarding gifted and talented identification and programming for students.

Curriculum Development

- Provide leadership for the development and implementation of the kindergarten through grade twelve gifted and talented curriculum.

- Provide leadership for the integration of the kindergarten through grade 12 gifted and talented curriculum into all areas.

Staff Development

- Work with teachers in identifying the potentially gifted students in their classrooms.
- Plan, develop, advice, and coordinate gifted programming in the Wonewoc-Center School District.
- Plan orientations and ongoing in-services training of staff in areas pertinent to gifted education.
- Order, organize and disseminate materials that can be appropriately used with gifted students by classroom teachers.

Evaluation

- Utilize assessment techniques and resources that can assist in the identification of gifted and talented needs for students.
- Assess the accomplishments of students on a regular basis and provide progress reports as necessary.
- Monitor student progress and interpret the results of evaluation.

Other Responsibilities

- Perform any and all other duties as prescribed by the District Administrator.
- Remain loyal to the district.

Revised: July, 2024

Adopted by Board: July 2024

Wonewoc-Center
Junior Class Advisor
Job Description

General Functions

The advisor of the junior class at Wonewoc-Center should assist students in their growth and development by enhancing district curriculum with outside activities and events.

Qualifications

1. Interested in advising students
2. Exhibits effective interpersonal and communication skills.
3. Knowledge of the Wonewoc-Center Policies, administrative guidelines and procedures.

Performance Responsibilities

1. Collect class dues and/or approve and supervise fund raising activities. Dues and/or fund raising are a class choice and not a requirement. Collection or lack of collection must be a well-planned out activity, including purpose of money collection and involvement by all members of the class.
2. Oversee the election of class officers.
3. Oversee Homecoming Activities (float building, skits, class delegates etc.)
4. Set Prom date
5. Put Prom date on calendar and make sure gym is not being used for another function.
6. Lead class through developing prom theme, purchase of decorations, and selection of song.
7. Secure photographer for the evening.
8. Secure DJ for prom.
9. Select law enforcement if you are having an open dance.
10. Conduct voting for royalty and keep results confidential.
11. Chaperone the prom.
12. Clean-up gym before Monday morning classes begin.
13. Help class develop goals and objectives for the year.
14. Promote school spirit among the class, school, and community
15. Organize fundraisers to establish enough money for prom and their senior year expenses.
16. Properly plan all activities
17. Supervise all activities closely.
18. Accompany students on field trips
19. Prepare students for ACT
20. Keep parents informed of class activities
21. Post articles to the newsletter, district website, or district Facebook Page.
22. Stay loyal to district.

Revised: July 2019

Adopted by Board: July 2024

Wonewoc-Center
JV, Freshmen, and Junior High Coach
Job Description

General

The coach should have a high school diploma, have some knowledge of the sport, and be trained in health and safety requirements of coaching. Coach should enjoy working with students.

Qualifications

- High School Diploma
- Knowledge of Sport they are Coaching

Reports to: Athletic Director

Responsibilities

1. Has a thorough knowledge of the Rules and By-Laws of WIAA, Conference and school District, as they pertain to his/her sport.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Coordinates facility needs/repairs with maintenance.
6. Provides proper safeguards for maintenance and protection of assigned equipment.
7. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.
8. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
9. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
10. Secures all doors, lights, windows and, locks and stores all equipment before leaving areas.
11. Supervises locker room area before and after practice.
12. Instills in each player a respect for equipment, school property, and their proper use.
13. Assists the Head Varsity Coach in carrying out his/her responsibilities.
14. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
15. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
16. Attends all staff meetings, and carries out assignments as outlined by the Head Varsity Coach.

17. Never criticizes, admonishes or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
18. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
19. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
20. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.
21. Remains loyal to the district.

Revised: August, 2019

Adopted by Board: July 2024

Wonewoc-Center
K-12 Library Media Specialist
Job Description

General Functions

The Library Media Specialist collaborates with teaching staff in the development of student literacy through the administration of the library media program, provides specialized instruction to students and teaching staff, and oversees the selection, organization, utilization, and maintenance of library, information and curriculum resources. The mission of the library media program is “to ensure that students are effective users of ideas and information.”

Reports to: District Administrator

Qualifications

- Valid Wisconsin Teaching License.
- Master’s degree in Library Media
- Successful experience as a classroom teacher.

Essential Functions

Learning and Teaching

1. Fosters the development of information finding, analyzing and problem-solving skills to support investigations and encouraging users to become skilled creators of information and ideas.
2. Reinforces strategy-based reading instruction to help students make meaning from text and supporting students’ interaction with a variety of genre as reflected in district curriculum guides.
3. Promoting student and staff reading for information and pleasure; maintaining a library culture that encourages appreciation of literature; supporting school reading incentive programs, providing book talks and reading consultations for students and staff.
4. Collaborate with classroom teachers in the preparation, presentation, and evaluation of units or assignments that utilize information resources.
5. Assist staff and students in using knowledge meaningful for decision making and problem solving.
6. Providing instruction for students and staff in the use of print and electronic reference tools and information literacy processes.
7. Assisting staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use within and beyond school settings.
8. Providing information and instruction in areas of information literacy, the Research Cycle, Acceptable Use Policy, ethics, intellectual property and copyright, and use of education technologies.
9. Promoting the integrated use of technology as a learning tool.

Program Administration and Management

1. Creating and implementing procedures for library media center operations including but not limited to: planning and evaluation, budgeting, access, student and teacher use, instruction, services, facilities, and collection development (selection, acquisition, cataloging, processing, inventory, weeding).
2. Developing and maintaining a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy and the interests of the students, using up-to-date review sources and selection practices.
3. Maintaining circulation systems for library, processional, and curriculum materials.

4. Creating an environment and implementing systems to promote intellectual and physical access to library media materials and equipment.
5. Assisting in the selection, assignment, and supervision of volunteers and student assistants.
6. Scheduling the library media facilities for instruction and supervising student use.

Leadership and Collaboration

1. Modeling instructional strategies and coaching staff members in the integration of information literacy strategies and technology with curriculum.
2. Encouraging and fostering leadership in others.
3. Being part of the school technology committee.

Other

1. Perform such other duties and assume such other responsibilities as assigned by the principal/district administrator.
2. Remain loyal to district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Media Specialist Aide
Job Description

General Responsibilities

To provide media services for students, teaching staff and building-level administration in a helpful, positive, congenial and flexible manner.

Qualifications

1. High School Diploma
2. Experience in a service-related field
3. Experience with computers
4. Ability to serve students, staff and the community pleasantly and efficiently
5. Clerical experience, including the use of office machines
6. To oversee elementary library time.

Reports to: Building Administrator and School Library Media Specialist

Duties and Responsibilities

1. Utilize library management system, word processing software and web-based suites proficiently
2. Run reports, bibliographies, lists and indexes as assigned
3. Process and catalog library materials
4. Organize and catalog equipment
5. Repair library materials
6. Maintain library collection; including locating and retrieving books, shelving books and making sure books are in order
7. Ability to bend / stoop / squat / crouch and reach above shoulders in order to shelf books
8. Coordinate inter-library loans
9. Assist with inventory as needed
10. Laminate teacher materials and replace rolls
11. Follow district confidentiality policy
12. Communicate effectively on phone and via email
13. Respect student's and staff's needs
14. Show enthusiasm and positive attitude with students and staff
15. Assist students and staff in locating and using library resources
16. Maintain a clean, orderly and welcoming environment
17. Assist in creation of resource displays, exhibits and promotional materials
18. Work well without close supervision
19. Maintain flexibility
20. Perform other tasks as assigned
21. Remain loyal to district

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
National Honor Society Advisor
Job Description

General Functions

The Middle School/or High School National Honor Society Advisor is responsible for advising and overseeing the activities of the National Honor Society. The National Honor Society creates enthusiasm for scholarship, to render service, to develop leadership, to develop character, and to focus on quality of citizenship. The NHS is composed of students who have consistently maintained high academic standards and provided leadership for and service to their community per NHS selection criteria. NHS members work on special service and fund raising projects throughout the school year as well as providing an induction banquet for new members.

Qualifications

- Hold a Wisconsin Teaching License

Report to: Middle/High School Principal

Performance Responsibilities

1. Manage day-to-day supervision of the chapter.
2. Arrange for regular meetings.
3. Arrange, document, and share information about group service activities.
4. Act as liaison between faculty, administration, students, and community.
5. Maintain files on membership, chapter history, activities, and financial transactions.
6. Regularly review each member for compliance with NHS standards and obligations.
7. Help the chapter officers understand and carry out their duties.
8. Serve as a non-voting member of Faculty Council and facilitate all meetings of the council.
9. Inform potential members students of qualifications needed to become a member.
10. Inform potential member students of qualifications needed to become a member.
11. Manage student information in a confidential manner.
12. Coordinate annual induction ceremony with chapter leaders and school administration.
13. Plan and implement NHS activities.
14. Establish local goals for NHS organization.
15. Encourage organization to promote scholarship, service, leadership, and character.
16. Prepare a budget.
17. Be familiar with the constitution of the National Honor Society.
18. Review student grades at each grade period to determine who is scholastically eligible for membership into the NHS.
19. Coordinate at least one service project of the NHS membership each year.
20. Maintain files on membership, chapter history, activities, and financial records. Submit annual reports and annual affiliation fee to the national office.
21. Notify local media of chapter events, including the selection of new members.
22. Notify Wonewoc-Center PR person of any activities so they may be listed on the webpage and district Facebook page.
23. Keep the administration informed of chapter membership, activities and needs.
24. Any other duties deemed necessary by the principal(s).
25. Remain loyal to the district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
School Nurse
Job Description

General Responsibilities

The school nurse strengthens and facilitates the educational process by modifying or removing health-related barriers to learning in individual students and promoting an optimal level of wellness for students and staff. The nurse assumes responsibility for appropriate assessment, planning, intervention, and evaluation, and/or referral activities, serves as a direct link among physicians, families, and community agencies to assure access and continuity of health care for students; provides relevant instruction, counseling, and guidance to students, parents, and staff concerning health-related issues; works cooperatively with local, county and state officials which provide health care to district students. Properly handles confidential matters relating to students, student records, parents, staff and any other school related issues.

Reports to: Director of Student Services

Qualifications

- Bachelor of Science degree in nursing.
- Valid Wisconsin license as a registered nurse. Certification by the DPI as a school nurse.
- Certification in CPR.
- Current completion of an approved basic emergency care course.
- Valid driver's license
- Ability to develop positive relations with students, staff, and public.
- Ability to assume responsibility, display initiative, and exercise good judgment.

Essential Functions

1. Maintain a comprehensive school health program including emergency nursing services.
2. Implement nursing actions that promote, maintain, or restore health, prevent illness, and affect rehabilitation.
3. Administer first aid, as necessary when present in the schools.
4. Collect information regarding immunizations, health and developmental status of students in a systematic, continuous, and confidential manner.
5. Develop nursing care plans with specific goals and interventions delineating school nurse and other staff responsibilities to meet the unique needs of students. (Trains and monitors staff who provide specialized care).
6. Serve as Chairperson of the District Wellness Committee.
7. Maintain confidentiality and loyalty to employer.

Other Functions

1. Collaborate with other staff members in planning to assure quality of health care provided to students.
2. Advise the administration regarding health related concerns about individual students and groups.
3. Perform other responsibilities as assigned by the Director of Student Services.
4. Develop Wellness Program for staff.
5. Promote a positive image of the District at all times.
6. Remains loyal to district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Para-Professional Educator
(General, Special Education and Title I)
Job Descriptions

General Responsibilities

Provides appropriate supervision for the safety of students on the school grounds. Assist the immediate supervisor to help provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program. The job demands the ability to stand for extended periods of time, ability to move quickly and freely, and to spend time outside in inclement weather. Teachers will assist students in areas of reading, math, language arts, social studies, science, etc. Must be able to properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

Reports to: Director of Student Services or Principal

Qualifications

- High school diploma
- Good communication skills
- Experience working with children in structured activities (paid or volunteer).
- Secretarial and clerical skills desirable but not required.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Ability to squat, stoop, kneel, and lift arms above head.
- Basic computer skills.
- Become a certified aide.

Essential Function

1. Supervise students on playground, hallways, and buses or in building during inclement weather.
2. Supervise students in lunchroom.
3. Supervise and provide appropriate discipline in accordance with school policy and procedures.
4. Follows district handbooks.
5. Report discipline problems and concerns through procedures set by the building principal.
6. Provide assistance to injured children following prescribed measures.
7. Conduct instructional activities directly with students as pre-planned by the classroom teacher in regular and special education settings.
8. Assist the classroom teacher in carrying out the daily classroom routine by supervising in special classes, arrival and dismissal routine, recess, etc.
9. Assist students with toileting, dressing, feeding, and personal hygiene and positioning as needed.
10. Perform routine and specialized health maintenance functions under supervision of teacher and school nurse.
11. Assist students with transportation needs, such as bus pick up and take home, escort to special classes etc.
12. Assist in manipulation use, and care of adaptive equipment as needed.
13. Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
14. Assist the special education teacher or regular education teacher with instructional activities and on-teaching tasks required to carry out students IEP.
15. Remain alert to student's needs at all times.
16. Use technology for school purposes only.
17. Remain loyal to the district.

Other Functions

- Perform other responsibilities as assigned by the building principal, director of special education, or district administrator.
- Promote a positive image of the district at all times.
- Stay loyal to the district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
K-12 School Counselor
Job Description

General Functions

Provide a comprehensive counseling program for elementary, middle, and high school level students; consult with teachers, parents, and staff to enhance their effectiveness in helping students; and provide support to other elementary, middle, and high school level educational programs.

Qualifications

- Licensure by Wisconsin DPI as a School Counselor
- Reports to: District Administrator

Performance Responsibilities

1. Implement elementary, middle and high school level school counseling curriculum in a manner, which best serves students at the appropriate developmental level. Use the Wisconsin Developmental Guidance Model Curriculum
2. Guide individuals and groups of students through the development of academic and career planning.
3. Serve as a member of the Academic and Career Planning Committee (ACP).
4. Counsel individuals and small groups of students toward social and emotional growth.
5. Consults with and train teachers, parents, and staff regarding needs of elementary, middle and high school level students.
6. Refer children with problems and parents to special programs, specialists, and outside agencies.
7. Participate in, coordinate, and conduct activities that contribute to the effective cooperation of the counseling program and school.
8. Participate in and help facilitate the intervention team process.
9. Plan and evaluate the counseling program.
10. Pursue continuous professional growth.
11. The counselor will be an advocate for students.
12. Provide orientation activities to incoming students; middle to high school, 5th grade to middle school.
13. Assist students with course selection and registration.
14. Coordinate career assessment administration and interpretation of results
15. Coordinate career education activities for middle and high school students.
16. Assist the District Assessment Coordinator with monitoring state testing, interpret results, and notify parents and students of results.
17. Provide information about available scholarships to seniors and their parents.
18. Organize Senior Award Night.
19. Plans and monitors department budget, purchases and advises the building principals of department needs.
20. Assists at graduation exercises as required.
21. Coordinates the review and updates to the K-12 counseling curriculum.
22. Collaborates with other educators in the implementation of the K-12 guidance curriculum.
23. Consults with teachers about student mental health issues.
24. Keeps staff of student concerns or problems that may affect behaviors and academic performance.
25. Maintains student records.
26. Works with CTE coordinator with enrollment and record keeping of Virtual School students.
27. Other duties as directed by the District Administrator.
28. Prepare course selection guide.
29. Assists Middle/High School principle with developing a Master Schedule.
30. Develop a career plan for all 6-12 students, and update yearly.
31. Assist new students with registration and give building tour.
32. Work with principal in developing discipline programs for some students.

33. Keep grade point averages and class ranking for grades 9-12.

34. Remain loyal to the district.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Musical and Solo/Ensemble Advisor
Job Description

General Functions

The primary task of a musical conductor is to inspire and lead musicians into delivering creative performances. Along with conducting rehearsals and presenting performances, their duties may include auditioning and selecting musicians, deciding on seasonal or special programs, and selecting guest artists. They are able to guide musicians through music scores with effective interpretations of tone, tempo, phrasing, dynamics and other musical elements.

Qualifications

1. Certification as a teacher by the state education agency
2. Demonstrate knowledge and expertise in the area of theatre
3. Ability and willingness to work with students, faculty, parents and community
4. Interest in remaining apprised of new theories and techniques in the field.

Reports to Middle/High School Principal

Performance Responsibilities

1. Act as an educational leader for students participating in extra-curricular theatre activities.
2. Act as liaison between students, administration and parent booster groups.
3. Set rehearsal and performance schedules in cooperation with other school activities.
4. Design content of extra-curricular activities
5. Coordinate communication/publicity for all related events.
6. Coordinate auditions for extra-curricular activity.
7. Coordinate maintenance of the performance facility including scenery, lighting, sounds, props and costumes.
8. Plan field trips as appropriate within board policy.
9. Arrange transportation related to extra-curricular events.
10. Coordinate and facilitate concerts of extra-curricular activity.
11. Coordinate fundraisers with high school principal.
12. Participate in art functions.
13. Participate in appropriate competitions/adjudications (in and out of the system)
14. Coordinate and facilitate recruiting for the musical.
15. Perform other duties as assigned by the District Administrator.
16. Assist students with appropriate selection of music for their skills.
17. Meet all deadlines in registering students for solo and ensemble.
18. Stay loyal to the Wonewoc-Center School District.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
School Psychologist
Job Description

General Functions

The job of School Psychologist was established for the purpose of developing strategies and interventions to assist students in succeeding: measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological testing; interpreting and applying state and federal codes.

Qualifications

- Appropriate graduate degree along with a Wisconsin Department of Public Instruction License.

Reports to: Special Education Director

Performance Responsibilities

1. Provide diagnostic services in the area of intelligence, personality, sensory motor, achievement, and adaptive behavior to students with suspected exceptional educational needs.
2. Provide alternative intervention strategies and/or assessments to students.
3. Consult with parents of students about educational interventions and/or management strategies that can be utilized at home and at school to assist the child to reach his/her full potential.
4. Report test data and observations for students who have been referred to assist the IEP team in identifying various disabilities along with helping to determine the need for special education.
5. Coordinate IEP team meetings by serving as a chairperson.
6. Provide direct, individual, and group counseling services to students who are experiencing academic, social, emotional or behavioral adjustment problems.
7. Collaborate/consult with individual teachers regarding learning or behavioral concerns about students.
8. Assist the teacher in establishing behavioral management programs and or classroom modifications to accommodate the learning needs of their students.
9. Teach individual parents or organize group presentations on specific strategies or techniques to assist the parent in successful management of their child.
10. Coordinate School, Community, County, State & Federal resources and agencies to assist students with special needs.
11. Gather background information on the student's psychological history by conducting behavioral observations, making home visits, conducting interviews and reviewing school records.
12. Communicate case findings and recommendations to teachers and other school personnel as needed.
13. Provide in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
14. Be a member of the School Crisis team.
15. Any other duties deemed necessary by the Special Ed Director.
16. Remain loyal to district

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Senior Class Advisor
Job Description

General Functions

The Senior Class Advisor for the Wonewoc-Center school district should assist students in their growth and development by enhancing district curriculum without outside activities and events.

Qualifications

- Interested in advising students
- Exhibits effective interpersonal and communication skills.
- Knowledge of the Wonewoc-Center rules, regulations, policies and administrative guidelines.

Performance Responsibilities

1. Advisor should be mindful of the goals and objectives of being the Senior Class.
2. Monitor class elections.
3. Monitor the classes' involvement of activities for school-based events and celebrations (Veterans Day, Memorial Day, Graduation, Senior Awards Night, FASA, etc.).
4. Organize fund-raisers, class activities, and senior trip.
5. Communicate class concerns with the administration.
6. Monitor financial information about class with Business Manager, quarterly.
7. Assist officers with decision-making and monitor money in the class fund.
8. Assist class with selection of "Class Moto, Class Flower, and Class Song".
9. Coordinate dates of future events with W-C administration to set a senior class calendar.
10. Communicate with seniors and parents throughout year regarding important events and deadlines (via meetings, website, mailings, etc.)
11. Hold periodic meetings with senior class representatives for decision-making regarding various issues such as Homecoming activities, committee formations etc.)
12. Work with seniors on ordering and delivery of commencement announcements and senior caps and gowns.
13. Set and organize the Senior Awards night.
14. Set and organize the Senior Class Trip.
15. Planning the commencement ceremony (seating, graduate list, rehearsal, flowers, ordering and dispersing tickets, programs).
16. Set and organize Graduation Practice.
17. Attend Graduation.
18. Post articles on the website, newsletter, local paper, and district Facebook Page.
19. Remain loyal to the district.

Created: July 2019

Adopted by Board: July 2024

Wonewoc-Center
Spanish Club Advisor
Job Description

General Functions

The Spanish Club Advisor is responsible for advising and overseeing the activities of the Spanish Club. Throughout the school year, the Spanish Club participates in various social activities designed to promote interest in the Spanish language and culture. All activities are paid for through fundraising and by club participants.

Qualifications

- Bachelor's Degree from an accredited institution

Performance Responsibilities

1. Supervise the Spanish Club activities.
2. Determine the role of the club within and outside the school.
3. Establish club goals and plan for social and other activities
4. Encourage activities in support of school and community.
5. Encourage students to appreciate and value their classmates, school and community.
6. To organize fund-raisers for activities
7. Establish club meetings time of the day, and how many days/year.
8. Supervise election of officers.
9. Encourage students to appreciate the Spanish language and culture and improve their language skills.
10. Develop a club budget.
11. Properly plan all activities.
12. Provide proper instruction.
13. Provide a safe physical environment.
14. Supervise all activities closely
15. Provide appropriate emergency assistance.
16. Lend experience, knowledge and act as a resource to the club or organization.
17. Accompany students on field trips.
18. Foster teamwork within the club or organization.
19. Inform parents of the student's participation.
20. Pointing out new perspectives and directions, assisting in the development of insight into problems, coaching individuals in their duties as discussion leaders and/or officers, identifying and developing potential new leaders, and assisting in upholding the standards the organization.
21. Post articles to the newsletter, district website, or district Facebook page.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Special Education Teacher
Job Description

General Function

Under the direction of the Director of Student Services, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings. The person in this position is responsible for creating a flexible program and learning environment that provides specialized instruction for students with disabilities, such that the students benefit from the general education curriculum to the greatest extent possible when supported with supplemental aides, accommodations, and other needed support.

Reports to: Director of Student Services/Special Ed Director

Qualifications

- Wisconsin Special Education Teaching License
- Must be able to effectively communicate and interact with students, faculty, staff, and parents.
- A 316 Reading License is preferred, but not essential.

Essential Functions

1. Adapts classroom work, after collaborating with other teachers in full inclusion classrooms, for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
2. Administers developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
3. Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
4. Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) for the purpose of providing feedback to students, parents and administration.
5. Collaborates with instruction staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
6. Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
7. Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
8. Provides direct and indirect instruction for the purpose of improving student's success in academic, interpersonal and daily living skills through a defined course of study.
9. Instruct students in academic subjects using a variety of techniques such as phonetics, multi-sensory learning, and repetition to reinforce learning and to meet students' varying needs and interests.
10. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

11. Manage student behavior for the purpose of providing a safe and optimal learning environment.
12. Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.)
13. Participates in a variety of meetings, including IEPs, 504 meetings for the purpose of conveying and/or gathering information required to perform functions.
14. Prepare a variety of written materials (e.g. adaptive materials, grades, attendance, anecdotal records, IEPs, behavior logs, etc.)
15. Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintain personal safety of students, providing learning environment and adhering to state and federal laws and school board policies.
16. Provide crisis intervention, as needed, for students and those in inclusive classrooms.

Revised: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Student Council Advisor
Job Description

General Functions

This position is responsible for developing and supporting all Student Council and non-sport events.

Qualifications

- Hold a valid Wisconsin Teaching License

Reports to: High School Principal

Performance Responsibilities

1. Sets election process.
2. Follows and maintains knowledge of all District policy (ies) and procedures.
3. Insures adherence to proper procedures in collecting and the disbursing of funds.
4. Completes required paperwork in specified time and manner.
5. Attends class fundraising and extra-curricular activities.
6. Assists students with managing behaviors.
7. Assists administration in implementing policies and rules governing student life and conduct.
8. Informs administration of class and student activities.
9. Outlines Homecoming Weeks' activities and class competition guidelines.
10. Organizes Homecoming committees.
11. Organizes and supervises Homecoming Dance, and clean up on day following dance.
12. Organizes and attends all student council events.
13. Sponsors and advises student council meetings.
14. Provide leadership training.
15. Teach students how to use parliamentary procedure.
16. Plans and oversees activities such as Christmas Week.
17. Leading and monitoring meetings (bi-monthly) for the entire year.
18. Act on concerns brought to student council members through discussion. Develop plans and present to administration.

Planning

1. Help student council set goals for the year.
2. Encourages and works toward overall participation of all members, creates a sense of belonging, and an environment of trust and respect.
3. Create smaller committees within the student council.

Consultant

1. Advisor should assist members with coming up with ideas for events and projects.
2. Be aware of laws and restrictions when planning events.

Counselor

1. Mold the attitudes and character of student leaders.
2. Develop leadership skills in students.
3. Hold higher standards and ethics for student council members.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Teacher
Job Description

General Functions

A teacher serves under the direct supervision of a building principal and/or Director of Student Services. Teachers are responsible for the students assigned to their care. A teacher has the responsibility to help students develop skills and knowledge consistent with the district's curriculum and goals that will contribute to the students' development as mature, able and responsible adults. Teachers are responsible for maintaining a classroom climate which nurtures and supports a learning environment. This job description is subject to all federal and state laws and the terms employee handbook.

Qualifications

- Certification as required by the State of Wisconsin to teach at the assigned grade level and/or academic area.
- Any other qualifications the Board may deem necessary and desirable for the specific assignment

Performance Responsibilities

1. Attend and participate in required district in-service programs.
2. Complete the evaluation/staff development cycle.
3. Stay current through professional staff development opportunities.
4. Share expertise and knowledge with other staff.
5. Demonstrate punctuality and dependability.
6. Promote a positive attitude and enthusiasm toward education.
7. Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
8. Teach a broad base of understanding without indoctrinating students with his/her own cultural, political, religious or philosophical beliefs.
9. Utilize established channels for handling routine procedures, resolving problems/concerns and making suggestions.
10. Create, positive, educational climate for students to learn in.
11. Develop and align curriculum to the Wisconsin Model Academic Standards.
12. Complete weekly lesson plans
13. Communicate with parents as to how their child is doing academically and behaviorally.

Instructional

1. Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
2. Create lesson plans that are aligned to district and state standards.
3. Establish and communicate clear objectives for all learning activities.
4. Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
5. Use a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and the needs and abilities of the students involved.
6. Monitor and assess student progress and adjust student instruction accordingly.
7. Communicate student academic and behavioral progress to parents.
8. Establish standards of classroom conduct and administer them in a fair, equitable, and consistent manner.
9. Maintain and update grade books weekly.

Building

1. Keep accurate records, provide them for school district use, and file required reports on a timely basis.
2. Develop a budget for applicable programs and insure that needed materials are ordered with the administrator's approval.
3. Participate in required staff meetings and conferences.
4. Participate in committees as related to student needs, school programs, and district needs.
5. Provide supervision in non-classroom areas and situations in accordance with the building student management plan.
6. Promote and maintain a safe and healthful environment in the classroom and building.
7. Care for district resources, equipment and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.
8. Be knowledgeable of and adhere to all procedures and practices prescribed in the Teacher, and Student, Parent Handbooks.
9. Create and maintain a current folder of responsibilities and procedures for substitute teacher's use.
10. Keep an accurate and detailed account of all monies collected and submit detailed accounting of such money to the appropriate building or business office personnel.
11. Participate in the development and implementation of building level goals.

District

1. Attend and participate in all meetings.
2. Assist in meeting district goals.
3. Complete assigned tasks needed for self-studies on time.
4. Assist in the selection of textbooks, supplies, and other needed items.
5. Complete purchase orders and have them signed before purchasing any materials.

Other

1. Be knowledgeable of and adhere to all district policies and procedures.
2. Be knowledgeable of and adhere to the stipulations of the Employee Handbook
3. Be knowledgeable of and adhere to federal and state laws that apply to his/her job assignment.
4. Provide direction and supervision for all school activities to which he/she is assigned (coach, director, supervisor, chaperon, etc.).
5. Participate in the development and implementation of district goals and plans.
6. Perform all other duties and responsibilities as assigned by their supervisor or district administrator.
7. Clear all field trips and events with administration before making plans or letting students know of plans.
8. Follow the chain of command.
9. Remain loyal to the School District.

Updated: July 2024

Adopted by Board: July 2024

Wonewoc-Center
Title I Teacher
Job Description

General Functions

The Title 1 teacher promotes and develops successful reading and or math instruction for students and performs related duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents, and students.

The Title 1 teacher is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The Title 1 teacher supervises and develops lessons for paraprofessionals, and measures student progress.

Qualifications

- Teaching License in State of Wisconsin
- Suggested that staff member have a 316, or specializes in Mathematics.

Report to: Title I Coordinator

Performance Responsibilities

1. Implement a variety of assessment instruments to determine eligibility and instructional needs of students in reading.
2. Provide a variety of situationally appropriate instructional techniques and methods.
3. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
4. Develop and maintain a classroom environment behavior and communicate those rules to all students.
5. Provide documentation of student progress.
6. Act as instructional leader in the area of reading and/or math.
7. Utilize best practice instructional strategies and research-based intervention curriculum materials to meet the learning needs of identified Title I students.
8. Model the use of intervention strategies, through their use in the classroom, to general and special education teachers.
9. Attend professional development opportunities that promote improved instructional strategies and support researched-based resource material needed to implement the intervention program successfully and support/maintain professional growth.
10. Revise plans based on student needs.
11. Create a learning climate that is challenging, yet non-threatening.
12. Evaluate the effectiveness of instructional units and teaching strategies.
13. Demonstrate knowledge and understanding of curriculum content.
14. Follow district guidelines and policies.
15. Keep in confidence all personal, student or personnel records and information.
16. Perform other related duties as assigned by the principal and/or superintendent.
17. Remain loyal to the district

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Varsity Coach
Job Description

General Function

The Varsity Coach should have knowledge of sport they are coaching. The coach should have training in Health and Safety necessary for coaching. Should have experience as a JV Coach or Junior High Coach. The Varsity Coach should have the desire to work with young men and women. The Varsity Coach should be willing to teach skills and strategies to students to improve the proficiency in a certain sport.

Qualifications

- The Varsity Coach should be a high school graduate.
- Had experiences in sport they are coaching.
- Coached at the JV or Junior High Level.

Responsibilities

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of WIAA and conference as they pertain to his/her sport.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end assists in analyzing staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance.
11. Provides proper safeguards for eminence and protection of assigned equipment.
12. Recommends policy, method or procedural changes to the Athletic Director.
13. Monitors the grades and conduct of his/her athletes.
14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
19. Recommends/selects equipment and uniforms within budget appropriations.
20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.

22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, window and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.
24. Instills in each player a respect for equipment and school property its care and proper use.
25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
26. Responsible for reporting scores and information after every home contest to the Messenger and School Public Relations employee. Statistics required by local media, league representatives and will also be the responsibility of the head coach. These duties may be delegated.
27. Head Coaches in football are responsible for having written contracts for non-league games with opposing schools.
28. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely.
29. Performs other duties, which may be assigned by the Athletic Director or Principal.
30. Remains loyal to the district.

Created: July, 2019

Adopted by Board: July 2024

Wonewoc-Center
Virtual School Coordinator
Job Description

General Responsibilities

Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution

DESIRED QUALIFICATIONS:

1. Experience in a like position
2. Professional development in the areas of:
 - a. Research-based exemplary practices in curriculum, instruction, and assessment
 - b. Communication skills
 - c. Monitoring for student achievement
 - d. Student and parent conferencing skills
 - e. Learning Focused Strategies

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to communicate effectively with all stakeholders in the Virtual Instruction Program in written and oral form, including electronic media, using positive interpersonal skills
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for online learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for middle and high school levels
7. Demonstrate operational knowledge of Internet and Web-related technologies
8. Ability to establish and maintains cooperative working relationships with students, parents, and schools
9. Demonstrate effective data-based problem solving skills

REPORTS TO

- District Administrator

PERFORMANCE RESPONSIBILITIES:

Planning

1. Design the Virtual Instruction Program so that it is consistent with the total educational philosophy of the district
2. Develop, implement, and evaluate the Virtual Instruction Program's curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
3. Continue professional growth through self-directed, as well as defined professional

development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature

4. Assist with school-wide data analysis, as part of a professional development needs assessment

Programming

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
2. Provide differentiated instruction to meet the needs of all students
3. Collaborate with the instructional team concerning student educational needs as requested
4. Clearly articulates deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
5. Assist site administrator with student placement
6. Maintains contact with mentor teachers assigned by Florida Virtual School
7. Assist students and parents with technical support requests relating to the course interface and student information systems
8. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
9. Participate in teacher induction training as scheduled by site administrator

Public Relations

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
4. Assist in providing information to community groups, schools, or parents about the Virtual Instruction Program
5. Participate in community-based extracurricular activities as requested

Monitoring and Reporting

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient recordkeeping procedures
3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
5. Evaluate student performance on a regular basis and providing feedback to students and parents.

Wonewoc-Center
Yearbook Advisor
Job Description

General Functions

The Elementary/High School Yearbook Advisor is responsible for advising and overseeing the production of a K-8 yearbook and a 9-12 yearbook within the requested deadline of the yearbook vendor. The High School Yearbook Staff is open to any academically qualified student in grades 9- 12. The total cost of the yearbook is raised through advertising, yearbook sales, and additional fundraising if necessary.

Qualifications

- High School Diploma
- Knowledge of photography and creating pictorial displays
- Ability to stay on task and meet deadlines.

Report to: District Administrator

Performance Responsibilities

1. Supervise the Yearbook Club activities.
2. Determine role of club officers and conduct election of club officers.
3. Establish club goals and plan for yearbook production, advertising, sales, and distribution.
4. Attend Summer Yearbook workshop with several students.
5. Encourage students to appreciate and value their classmates, school, and community.
6. Encourage activities in support of school and community.
7. Promote and monitor these goals to keep the class on task.
8. Hold club meetings at least once monthly to facilitate the production, proofreading, advertising, sales, and distribution of yearbooks.
9. Encourage students to be creative, yet appropriate in yearbook content.
10. Work with club to develop budget for the yearbook.
11. Help club plan fundraisers and club events.
12. Follows and maintains knowledge of all District policy(ies) and procedures.
13. Coordinates annual publication of the yearbook.
14. Completes required paperwork in specified time and manner.
15. Manages behaviors of student volunteers.
16. Utilizes online graphics software for editing and organizing photographs.
17. Abides by all copyright policies and laws.
18. Manages students to make sure all publication deadlines are met.
19. Appropriately maintains and secures confidential records and inquiries.
20. Work with yearbook representative.
21. Assist students in making decisions about cover design, page design etc.
22. Develop and implement a plan for yearbook sales.
23. Track all sources of income.
24. Promote and sell yearbooks.
25. Present yearbook to the administrative team before sending to print.
26. Work with administration as to when and how yearbooks will be distributed to students.
27. Any other duties deemed necessary by the District Administrator.
28. Remain loyal to the district.

Created: July, 2019

Adopted by Board: July 2024