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SCHOOL DISTRICT OF RIB LAKE

221

DISTRICT ADMINISTRATOR'S CONTRACT

The Board shall appoint the District Administrator for a term consistent with state law. If at any time, in the opinion of the Board, the District Administrator's services are unsatisfactory, he/she shall be notified in writing and be given the opportunity to correct these conditions. If the conditions are not corrected, the Board shall non-renew his/her contract in accordance with the procedures outlined in state law.

If the District Administrator resigns, he/she shall give written notice of resignation to the Board Clerk at least 60 days prior to the date of resignation, except as otherwise provided by mutual agreement between the Board and the District Administrator.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: February 11, 1999

SCHOOL DISTRICT OF RIB LAKE

230

ADMINISTRATIVE TEAM

The administrative team shall consist of the District Administrator, high school principal, elementary principal and guidance counselor(s).

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: 231, District Administrator (Job Description)
232, Principal (Job Description)

APPROVED: February 11, 1999

SCHOOL DISTRICT OF RIB LAKE

222

DISTRICT ADMINISTRATOR EVALUATION

The Board shall complete a formal evaluation of the District Administrator's performance every year using the forms developed as part of a continuous improvement program and based on the written job description.

The Board shall provide a written evaluation summary to the District Administrator in a conference with the full Board. There will be a complete and frank discussion of all items on the evaluation summary to enable the District Administrator to have a thorough understanding of the evaluations' conclusions.

Such evaluation shall be carried out in conjunction with the annual evaluation of the Board.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(q)
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 153, Evaluation of School Board Operational Procedures
222.1-Exhibit, Administrator Evaluation Form
231, District Administrator (Job Description)

APPROVED: May 2, 1991

REVISED: February 11, 1999

SCHOOL DISTRICT OF RIB LAKE

222.1

EVALUATION OF ADMINISTRATIVE STAFF

The District Administrator is responsible for evaluating all administrators and supervisory personnel, using the form developed as part of a continuous improvement program and based on the written job description. Use of the evaluation form is intended to be a professional growth experience for all persons involved and emphasizes self-evaluation of each individual. In addition, teachers may complete evaluation surveys of administrative staff. The evaluation process requires the cooperation of all concerned.

After the form(s) is (are) completed, the District Administrator shall hold a conference with the administrator to discuss the evaluation.

The completed form(s) shall be kept on file in the District Administrator's office. This information will be kept in confidence to the degree authorized by state law. Please note that personnel records, including evaluations, may be subject to provisions of the public records law. Judgements about release of such records must be made on an individual basis, balancing the harm to the public interest from public examination of the record against the benefit to the public interest from opening the records to examination, giving weight to the public policy favoring disclosure of public records.) Unauthorized persons will not have access to it.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(q)
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 222.12-Exhibit, Administrative Evaluation Form
232, Principal (Job Description)

APPROVED: February 11, 1999

SCHOOL DISTRICT OF RIB LAKE

1236 Kennedy St. P.O. Box 278 Rib Lake, WI 54470

Rick Cardey
Elementary School Principal
715/427-5446

Dan R. Boxx
District Administrator
715/427-3222
715/427-3221 FAX

Tom Kopecky
High School Principal
715/427-3220



EVALUATION OF DISTRICT ADMINISTRATOR

Consider each item separately and interpret the performance degree definitions only in the context of that item.

- 4 - Exceeds expectations - Results of job performance significantly above expectations.
- 3 - Notable - Results of job performance are above expectations.
- 2 - Satisfactory - Results of job performance meet expectations.
- 1 - Needs improvement - Results of job performance are less than satisfactory. Specific performance criteria have not been attained

COMMENTS: Board members may briefly describe supporting opinions to support the performance standard chosen, if desired.

SECTION A: PERSONAL PERFORMANCE FACTORS:

1. PLANNING: 4 3 2 1
Provides for logical sequence
Shows creativity
Indicates alternative courses of action
COMMENTS:

2. INITIATIVE: 4 3 2 1
Assesses what has to be done and carries it out without direction;
Willingness to make decisions
Enthusiasm
COMMENTS:

3. JUDGEMENT: 4 3 2 1
Recognizes ramification and implication of problems and decisions.

Recognizes and profits from mistakes
COMMENTS:

4. MOTIVATION:	4	3	2	1
Stimulates others to maximum learning and performance				
Encourages new ideas				

COMMENTS:

5. HUMAN RELATIONS SKILLS:	4	3	2	1
Open minded				
Respects opinions and contributions of others (staff, students, citizens, administrators)				
Fair, interested in others				
Establishes high morale				
Communicates freely with public				

COMMENTS:

6. PROFESSIONAL KNOWLEDGE:	4	3	2	1
Keeps abreast of and uses new educational developments.				

COMMENTS:

7. PERSONAL CHARACTERISTICS:	4	3	2	1
Appropriate neat, attractive appearance				
Exhibits vitality				
On the job daily				
Pleasant disposition				
Even tempered				
Sense of humor				

COMMENTS:

Section A - Average Score:

SCHOOL DISTRICT OF RIB LAKE

1236 Kennedy St. P.O. Box 278 Rib Lake, WI 54470

TOGETHER
FOR CHILDREN



Rick Carday
Elementary School Principal
715/427-5446

Dan R. Boxx
District Administrator
715/427-3222
715/427-3221 FAX

Tom Kopecky
High School Principal
715/427-3220

SECTION B: ROUTINE JOB DESCRIPTION:

1. SERVES AS CHIEF EXECUTIVE OF THE SCHOOL BOARD:

	4	3	2	1
a. Initiates and guides the development of policies for Board consideration and develops administrative rules and procedures as are necessary to implement Board policies. COMMENTS:				
b. Reports to the Board about the status of programs, personnel and operation of the schools. COMMENTS:	4	3	2	1
c. Recommends actions to the Board COMMENTS:	4	3	2	1
d. Acts as liaison between the Board and school personnel. COMMENTS:	4	3	2	1
e. Informs the Board about rules and regulations of the Wisconsin Department of Public Instruction, state and federal Laws, and current trends and development in education. COMMENTS:	4	3	2	1
f. Attends all meetings of the Board and its committees, except when excused by the Board.	4	3	2	1

2. ACTS AS EDUCATIONAL LEADER OF THE SCHOOL:				
a. Oversees planning and evaluation of Curriculum and instruction.	4	3	2	1
COMMENTS:				
b. Maintains a current knowledge of developments in curriculum and instruction.	4	3	2	1
c. Prepares long and short term goals for the system, including student achievement.	4	3	2	1
COMMENTS:				
d. Interprets and clarifies and purpose and needs of the district to Board members, staff, students, and the public.	4	3	2	1
COMMENTS:				
3. OVERSEES STAFF PERSONNEL MANAGEMENT:	4	3	2	1
a. Assumes responsibility for the selection, assignment, retention or dismissal of district employees.				
COMMENTS:				
b. Supervises and evaluates all personnel for whom he/she has supervisory responsibility, and directs the district performance appraisal system.	4	3	2	1
COMMENTS:				
c. Ensures administration of personnel policies and programs.	4	3	2	1
COMMENTS:				
d. Maintains up-to-date job descriptions for all personnel.	4	3	2	1
COMMENTS:				
e. Provides staff development activities to assist staff in accomplishing district, school, department, or individual goals.	4	3	2	1

COMMENTS:

- | | | | | |
|--|---|---|---|---|
| f. Directs staff negotiations with professional and support staff personnel. | 4 | 3 | 2 | 1 |
|--|---|---|---|---|

COMMENTS:

4. OVERSEES SUPPORT OPERATIONS:

- | | | | | |
|--|---|---|---|---|
| a. Prepares long and short-range plans for facilities and sites. | 4 | 3 | 2 | 1 |
|--|---|---|---|---|

- | | | | | |
|--|---|---|---|---|
| b. Ensures the operations and maintenance of school property and safety of personnel and property. | 4 | 3 | 2 | 1 |
|--|---|---|---|---|

COMMENTS:

- | | | | | |
|--|---|---|---|---|
| c. Supervises the student transportation system. | 4 | 3 | 2 | 1 |
|--|---|---|---|---|

COMMENTS:

- | | | | | |
|---|---|---|---|---|
| d. Supervises the food service program. | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

COMMENTS:

5. OVERSEES FINANCIAL MANAGEMENT:

- | | | | | |
|---|---|---|---|---|
| a. Guides the process of fiscal planning and budgetary development. | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

COMMENTS:

- | | | | | |
|---|---|---|---|---|
| b. Ensures that expenditures are within the limits approved by the Board. | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

COMMENTS:

- | | | | | |
|---|---|---|---|---|
| c. Maintains accurate financial and other records for the district, and reports on budget and other school funds at each regular meeting. | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

COMMENTS:

- | | | | | |
|--|---|---|---|---|
| d. Is responsible for general operation and maintenance of school facilities and equipment, and the purchase, storage, distribution and inventory of all supplies. | 4 | 3 | 2 | 1 |
|--|---|---|---|---|

COMMENTS:

6. DIRECTS COMMUNITY RELATIONS ACTIVITIES:				
a. Has and implements a community relations plan. COMMENTS:	4	3	2	1
b. Articulates educational programs and needs to the community. COMMENTS:	4	3	2	1
c. Maintains contacts with the news media. COMMENTS:	4	3	2	1
d. Participates in community affairs.	4	3	2	1
e. Involves the community in planning and problem solving for the schools. COMMENTS:	4	3	2	1
7. OVERSEES STUDENT SERVICES:				
a. Monitors student services personnel. COMMENTS:	4	3	2	1
b. Ensures adequate student record system. COMMENTS:	4	3	2	1
c. Implements policies and programs relating to behavior and discipline of students. COMMENTS:	4	3	2	1
d. Ensures adequate library/media services. COMMENTS:	4	3	2	1
e. Maintains programs for health and safety of students. COMMENTS:	4	3	2	1
f. Acts as liaison between school and community agencies. COMMENTS:	4	3	2	1

Section B - Average Score:

SCHOOL DISTRICT OF RIB LAKE

231

DISTRICT ADMINISTRATOR
(Job Description)

- QUALIFICATIONS:
1. A Specialist Degree or equivalent from an accredited institution of higher learning.
 2. Certification as required by law
 3. Training in the educational and business administration of public schools
 4. Suitable experience demonstrating his/her capability in leading a staff and community in a continuous program of educational improvement
 5. Possess professional and civic leadership qualities
 6. Be of good character and moral repute
 7. Other alternatives to the above qualifications as the board may find appropriate and acceptable

JOB GOALS: Provide leadership for a safe, educationally-oriented environment conducive to the teaching and learning of District staff and students.

REPORTS TO: Board of Education

SUPERVISES: All District employees, directly or indirectly

PERFORMANCE RESPONSIBILITIES:

1. Attend all Board meetings and such Board committee meetings as may be deemed necessary. The only exception shall be when his/her own salary or job performance is under consideration. Formulate agendas, prepare Board packets and mail at least one week before meeting. Post and send notices to official newspaper.
2. Assist the Board in its legislative duties and policy making functions. Have knowledge of legislative responsibilities and district impact as such.
3. Enforce Board policies and rules.
4. Make a continuous study of the needs of the District and prepare reports to the Board on the condition and development of the District.

5. Maintain a continuous study of the problems confronting the District, evaluating the quality and efficiency of all departments and report to the Board as required. Meet with department heads (maintenance, food, counselors, and athletic directors) at least once per month, administrative meetings each week. Make certain that all school personnel are evaluated according to the contracts and placed in personnel files in a timely fashion. For those on probation evaluate performance according to contracts.
6. Have the authority to control and shall exercise general supervision of the policies and management of the individual schools and divisions of the school system, by granting or withholding approval of plans and procedures as proposed by principals and other administrative heads of their respective units.
7. Represent the district and take part in negotiations with recognized unions and all district employees. Direct formulation and revision for board consideration and may act as the negotiator at the Board's discretion.
8. Help in the formation of school policies, plans and programs by preparation and presentation of facts and explanations to the Board. Organize and restructure Board policies and handbooks. Keep current on copies and provide copies of handbooks to BOE and place copies at each school for staff review. Make certain all administrative personnel have current copies.
9. Recommend to the Board for appointment all personnel required for teaching, supervising, performing clerical or custodial work or providing any other type of service that may be necessary for the operation of the District. Be part of or discuss all interviews and make recommendations accordingly after making licensure and back ground checks.
10. Be responsible for the assignment, alteration of assignment, transfer, suspension and recommendation for dismissal of any Board employee, except him/herself. Essential that disciplinary reports are kept and maintained according to contracts. Make recommendations on personnel based on evaluations and disciplinary reports.
11. Be responsible for the development, maintenance and operation of a constructive program of in-service education for all District employees. He/she shall have the authority, within the budget, to employ lecturers, grant temporary leaves from work and develop professional library facilities as required.
12. Have the authority to assign classes, consolidate classes, assign students to buildings, and transfer students from one building to another.
13. Aggressively seek grants to subsidize district budget.
14. Have the authority to suspend students from school for cause, consistent with state law. If expulsion is being considered, be responsible that all notices and regulations are followed according to state law.

15. Act as truant officer, but may delegate this authority.
16. Be responsible for development and supervision of the instructional program.
17. Be responsible for the selection and purchase of textbooks and other instructional supplies and be part of the selection process.
18. Purchase all supplies and materials within the budget approved by the Board, and be responsible for the storage and distribution of such supplies. Develop the process, forms, and time lines to be used from year to year. Review requisitions and see that they are sent out on a timely basis for the beginning of the school year.
19. Plan and develop the annual budget for study and adoption by the Board, in accordance with Board policy. Develop district budget (including all expenditures and revenues. Provide copy of budget to bookkeeper to enter into state program, all cash borrowing forms, transportation reports, payment forms, complete or make certain all mandated reports are completed for state and federal governments.
20. Have knowledge of outside applications for the use of school property, in line with Board policy. Follow BOE policies for use of school property and make certain it is followed consistently. Have knowledge of court decisions that could have and effect on those policies such as the Equal Access Act or Title IV.
21. Acquaint the public with the activities and needs of the District. Develop a bi-annual newsletter and financial report that is prepared and mailed to all district box holders.
22. Be responsible to develop, implement wellness program for faculty and students.
23. Perform other duties as may be assigned by the Board.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(a), (q)
PI 3, Wisconsin Administrative Code
8.01(2)(q)

CROSS REF.: 222, District Administrator Evaluation
620, Annual Operating Budget

APPROVED: April 12, 1990

REVISED: December 14, 2006

SCHOOL DISTRICT OF RIB LAKE

232

PRINCIPAL
(Job Description)

QUALIFICATIONS: 1. Master's degree in educational administration
2. Certification as required by law
3. Other alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB GOALS: Assume responsibility for the development, implementation, and maintenance of the educational program for the building in accordance with Board policies.

REPORTS TO: District Administrator

SUPERVISES: Building employees

PERFORMANCE RESPONSIBILITIES:

1. Participate in District planning and decision making on an advisory basis in such a way that the best interests of the building and District in general are represented. **Meet with Administrator and other personnel to make certain you have knowledge of district happenings and future needs.**
2. Organize and direct the work of advisory groups and committees as needed. **Work with groups from RLEA and NEST, volunteer groups, fund raising, parent groups, and hunter safety.**
3. Explain the school's goals, procedures, objectives and appropriate Board policies to the staff and the community. **Be able to verbally convey the schools purpose, procedures, policies, and rules, regulations in a meaningful and caring fashion.**
4. Participate in the recruitment, employment, assignment, promotion, and dismissal of building staff. **Be part of postings for vacancies, interviews, transfers, evaluating, offering contracts, and possible dismissal of building employees. Keep records and documentation accordingly.**
5. Supervise and evaluate assigned employees according to Board policy and the employee agreement.
6. Develop a master schedule and assign teachers extra duties according to Board policy and the employee agreement. **Maintain and organize schedules based on student needs and contract language. Possible consolidation of classes, assigning students, parent requests, schedule special teacher assignments (phy ed, music, art, library, counseling, Title I, SAGE, computer classes.**

7. Assist in planning for additional staff. Review need for staffing whether for reductions or additional staff.
8. Contact substitute teachers when they are needed and insure that they are properly oriented. Receive staff calls pertaining to need of substitutes and make certain that class or responsibility is covered, keep accurate records of such for payments and staff records.
9. Provide for orientation of new employees and acquaint all staff members with their duties and responsibilities. Be available to discuss job responsibilities, duties, assignments, materials to be used, curriculum, supplies, and process for ordering materials, class assignment and student assignments.
10. Schedule and conduct staff meetings. Schedule and attend monthly meetings dealing with all aspects pertaining to the elementary school, students, and staff.
11. Arbitrate disagreements between and among staff. Doesn't happen very often, but be familiar with options and policies. Be consistent as staff will compare and discuss how all situations are handled.
12. Submit building budget to the District Administrator yearly. Have yearly budget ready for District Administrator, be able to appropriate funds according to need and fairness.
13. Assume the building responsibility for the collection, handling and reporting of school money.
14. Organize and supervise registration, scheduling, programming, attendance, grade reports, and surveys, guidance reports, testing reports, district, state and national reports.
15. Assume responsibility for student interest groups, student sales, lockers, student orientation, student handbook, field trips, activity clubs, student performance groups and newspaper when part of the school program.
16. Counsel students and communicate with the student's parents or guardians regarding student control, compulsory attendance, special assignment, report cards, failure notices and staffing.
17. Coordinate with the director of pupil services in providing services and programming for students with a disability.
18. Assume responsibility for student supervision while in the building, on school grounds and at all school events.
19. (High School Principal) Make recommendations to the athletic director concerning the athletic program, implement and enforce the athletic code and all current Wisconsin Interscholastic Athletic Association (WIAA) regulations.
20. Attend evening functions on a regular basis.

21. Provide for parent-teacher conferences.
22. Conduct fire drills and coordinate disaster plans.
23. Inspect the building regularly and report the need for care, maintenance, safety and security.
24. Keep abreast of current research, innovations and trends in the areas of educational programming, personnel and student services and provide pertinent information to the District Administrator, Board or other District personnel when requested.
25. Implement the educational program by conducting needs assessments, coordinating textbook and materials selection, conducting program in-service, maintaining adequate records, communicating with the public and maintaining good public relations.
26. Evaluate the educational program by observation, drawing conclusions, developing long range plans and making recommendations regarding committees, testing, and new programs (capital outlay, replacement of equipment and supplies, budget).
27. Continue professional development through professional memberships, attendance at workshops, school visitations, conventions and professional in-service training.
28. Perform other duties as may be assigned by the District Administrator.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(a), (q)
PI 3, Wisconsin Administrative Code
8.01(2)(q)

APPROVED: April 12, 1990

REVISED: February 11, 1999

DEVELOPMENT AND APPROVAL OF HANDBOOKS

Building principals shall expedite the work of the schools by issuing such administrative handbooks as may be deemed necessary for effective building administration. Information included in such handbooks shall be consistent with Board policies, established procedures and laws and regulations.

Student handbooks, including proposed changes, shall be submitted to the Board for annual review and approval, prior to being published.

APPROVED: February 11, 1999

SCHOOL DISTRICT OF RIB LAKE

260

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

It is important that the responsibility for decision making be clearly established in the event of absence of the assigned administrator.

When the District Administrator is absent from the District, the (e.g., high school principal, elementary principal) shall serve as acting administrator. Any decisions that need to be made before the return of the District Administrator will be the responsibility of the acting administrator.

If the District Administrator and (position of acting administrator designated above) are absent from the District, another employee shall be assigned to serve as acting administrator.

APPROVED: Febraury 11, 1999