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**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMISSION TO SCHOOL ACTIVITIES**

**4005**

The West De Pere Board of Education believes that staff attendance at school activities promotes overall student achievement and participation in such activities.

In recognition of this belief, the Board of Education has established the following parameters regarding employee attendance at school activities:

1. All district employees, Board of Education members, coaching staff, and their spouses are eligible to receive an employee activity pass that is good for free admission to regular season athletic events that take place in the School District of West De Pere.
2. Board of Education, Administration or coaching staff may receive a conference athletic pass by requesting such from the Director of Student Activities.
3. Promotional or recognition events involving free admission may be allowed at the discretion of the Director of Student Activities.
4. The admission privileges generally will not apply to W.I.A.A. and other tournament events as such events follow W.I.A.A. guidelines. In such cases, the discretion of the Director of Student Activities will prevail.

CROSS REFERENCE: 1115 - Guest Passes for Senior Citizens, 1116 - West De Pere Lifetime Courtesy Cards 8600 - Board Member Reimbursement Policy, W.I.A.A. Tournament Regulations

ADOPTED: 11/21/96

REVISED: 11/19/98, 3/18/99, 10/21/99, 4/19/04,10/17/12, 11/14/12, 12/14/2022

**EMPLOYEE LIFE-THREATENING/COMMUNICABLE DISEASE POLICY**

The West De Pere School District recognizes that employees with life-threatening illnesses, including, but not limited to, cancer, heart disease and AIDS, may wish to work.

As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, supervisors should ensure that they are treated consistently with other employees.

At the same time, the West De Pere district seeks to provide a safe work environment for all employees. Therefore, precautions should be taken to ensure that an employee's condition does not present a health and/or safety threat to co-workers, students, or community.

Consistent with this concern for employees with life-threatening illness, the West De Pere district offers the following range of resources:

- Management and employee education on terminal disease and specific life-threatening illnesses.
- Referral to agencies and organizations which offer supportive services.
- Benefit consultation to assist employees in effectively managing health, leave and other benefits.

To enforce this policy the district designates a resource committee made up of a designated doctor, the school nurse, the supervising administrator, a board representative, a bargaining unit representative and the superintendent (or designee) to make appropriate decisions related to this policy and its guidelines. Other authorities (e.g. legal counsel, medical specialist, etc.) can be involved in the study of this committee and all interaction within the committee and the findings will be kept confidential. A report for individual cases will be delivered to the school board in closed session. Appropriate public announcements and communication with staff will be made through the superintendent's office.

**Guidelines**

When dealing with situations involving employees with life-threatening/communicable diseases, the district will:

1. Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.
2. Disseminate educational materials to appropriate individuals who need information about terminal or life-threatening/communicable disease at the request of the employee.
3. Contact medical authorities to determine the contagious nature of an employee's illness or if further guidance in managing a specific situation is necessary.
4. If warranted, make reasonable accommodations for employees with life-threatening/communicable diseases consistent with district policy.
5. Make a reasonable attempt to transfer employees with life-threatening/communicable diseases who request a transfer and are experiencing undue emotional stress.
6. Be sensitive and responsive to co-workers' concerns, and emphasize employee education.
7. Not give special consideration beyond normal transfer requests to employees who feel threatened by a co-worker's life-threatening/communicable disease.
8. Be sensitive to the fact that continued employment for an employee with a life-threatening/communicable disease may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.
9. Encourage employees to seek assistance from established community support groups for medical treatment and counseling services.
10. The administration may require a physician's statement about an employee's suitability to work when such person has been suspected of or diagnosed as having a life-threatening/communicable disease.

During the decision process the employee may be temporarily excluded from work until the appropriate time of his/her return can be determined.

ADOPTED: 10/15/87

REVISED: 6/17/99

READOPTED: 7/15/99

REVIEWED: 12/11/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**STAFF SELECTION, HIRING, AND DISMISSAL**

4112

As prescribed and identified by state statute, the Board has a responsibility to contract with administrators, teachers, and other certified employees identified by statute. The Board also employs non-certified staff for district operation. The Board requires a physical examination including a chest x- ray or tuberculin test and pre-employment drug test of every school employee as a condition of employment to the extent permitted by law.

It is the policy of the Board to confirm all employment contracts for certified teachers and administrators in order to initiate employment of such certified staff.

Regarding non-certified or co-curricular staff, it is the policy of the Board to delegate the authority for the selection, hiring, and dismissal of such employees to the Superintendent. The Superintendent may delegate such responsibility to other Administrators per administrative job descriptions. Such hiring will be reported to the Board.

Non-certified or co-curricular staff may be permanently removed from their duties and/or discharged from employment by the Superintendent or designee. It is the policy of the Board to consider appeals regarding employment dismissals, but such appeals shall follow the established grievance process.

In all cases, the Board and Superintendent will establish and maintain hiring processes that are free of illegal discrimination in any way. Procedures will include obtaining and reviewing conviction records of those recommended for employment, and volunteers with recurring services. Conviction records will not be used or considered in making employment decisions or volunteer assignments unless the circumstances of the conviction are substantially related to the circumstances of the particular job or volunteer assignment. The Administration shall ensure that background checks are completed prior to commencement of employment with the district. Vacancies and applications should be solicited among previous staff, but no employment obligation shall exist to present employees outside of specific contractual obligations.

As the Board has the sole responsibility to select the Superintendent, it shall be directly involved in the interviews/selection process. The Board may utilize consultants or other people in the process, providing the Board supports such involvement through a formal motion.

The Superintendent shall select and submit administrative finalists for Board consideration. As the Board and Superintendent shall work together in the selection of principals, and other administrators, the Superintendent shall draft a hiring plan for Board approval prior to initiating the selection process. In all cases of administrative hiring, Board approval is required before a contract is extended.

**SCHOOL DISTRICT OF WEST DE PERE**  
**STAFF SELECTION, HIRING, AND DISMISSAL**

**4112 cont'd**

The Superintendent, Principals, and other administrators shall have the sole responsibility for the interviewing and selection of certified teachers. Based on principal or other administrative recommendation, the Superintendent shall submit a finalist for Board consideration and confirmation before any contract is officially extended. The Superintendent does have the authority to solicit interest and identify or negotiate terms or matters of compensation with finalists prior to Board confirmation, but always with the understanding that such discussions are pending and subject to Board confirmation. In emergency, restricted timeline situations, the Board authorizes the Superintendent to extend a contract to a teacher and later submit for final approval to the Board. Based on Superintendent recommendation as to the timeliness of contract extension, the Board will schedule special meetings for confirmation of contracts.

As the Superintendent is ultimately responsible for personnel, such matters and records will be coordinated through the district office. In all cases, personnel employment or discharge shall be done with Superintendent approval, and subsequent communication regarding such to the Board.

LEGAL REFERENCE: 42 U.S.C. 2928 Section 111.335, Wisconsin Statutes Section 118.19, Wisconsin Statutes

CROSS REFERENCE: 4114 - Medical Examination, T.B. Test, and Pre-employment Drug Test  
4400 - Outside Agency Working in Schools

ADOPTED: 7/18/91

REVIEWED: 3/21/96

REVISED: 5/15/97, 8/19/99, 3/15/04, 8/16/05, 6/19/06, 7/17/06



**PRE-EMPLOYMENT/VOLUNTEER CRIMINAL BACKGROUND CHECKS**

Using both internal and external resources, all prospective new employees will have a complete pre-employment background check utilizing the following resources, as applicable:

- WI Crime Information Bureau
- WI Circuit Court Access (CCAP)
- WI Sexual Offender Registry Search
- Social Security Search
- Federal and Tribal Searches
- Sexual Offender Registries Search
- State(s) of Prior Residence Search
- Multi-State Search
- Drug Screen
- Medical Review to confirm a positive screen

Background checks will be made prior to the offer of employment. Candidates who apply for employment will be given a form to complete that allows the district to conduct background checks and also provides the district with the information with which to do a complete background check.

If there is a discrepancy in the conviction record versus the completed application, or other material information is found to be in conflict with the information provided by the applicant, clarification will be sought from the individual. After receiving clarification and depending on the circumstances, the district will continue to reserve the right to withdraw the offer of employment or terminate employment. If the conviction is accurately reported on the application, a decision will be made if a substantial relationship exists to the job to be performed. The Superintendent, with input from legal counsel, will make all final employment decisions related to convictions.

Employment decisions will be made consistent with applicable law and in consultation with legal counsel when necessary in order to determine suitability for employment with regard to whether a substantial relationship exists between the prior convictions of the applicant and the work required of the position.

Volunteers providing assistance in any school program or activity on a recurring basis must be approved by the building principal or designee. Background checks, including criminal and vehicular, will be conducted prior to the first time the volunteer works with students. The District reserves the right to conduct additional checks periodically thereafter.

ADOPTED: 8/16/05

REVISED: 6/19/06, 7/17/06, 1/12/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**PERSONNEL RECORDS: CERTIFICATED EMPLOYEES**

**4112.1**

1. A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references, teaching record and experience, personal education, and other pertinent information concerning the employee. Personnel files shall be maintained in the administrative offices. Staff physical examination records shall be maintained in separate files from other personnel records.
2. Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of the personnel file pursuant to provisions outlined in the current personnel policies handbook, and/or state and federal law and established procedures.
3. Proper safeguards shall be established by the administration to protect the rights of privacy of employees and the confidentiality of all such records.
4. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.
5. The District Administrator or designee is the legal custodian of records for any school authority. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodian may deny access to records in accordance with the law. If the release of a record requested is in question, the custodian is authorized and encouraged to consult with the District legal counsel in determining whether to deny access to a record in whole or in part.

A public records notice shall be posted in the school office. Procedures shall be developed to implement policy.

LEGAL REFERENCE: Section 103.13, Wisconsin Statutes Chapter 19, Subchapters II and IV  
Americans with Disabilities Act of 1990

CROSS REFERENCE: Personnel Policies Handbook, Policy 4114 - Medical Examination and  
T.B. Test

ADOPTED: 11/20/72

REVISED: 5/18/00, 10/18/11, 11/15/11

REVIEWED: 1/12/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**LEGAL QUALIFICATIONS-TEACHERS**

**4113**

All professional employees employed by the West De Pere Public Schools shall hold or have applied for a valid and acceptable license issued by the State Department of Public Instruction.

All professional employees shall file in the office of the superintendent their license that legally qualifies them for the work to which they have been assigned and a transcript of the undergraduate and graduate courses taken.

If for any reason the employee fails to submit the license, after notification of employment, the date of actual registration becomes the first day for which the teacher can be paid.

A teaching contract with any person not authorized to teach a named subject shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

It shall be the responsibility of the certificated employee to see that the teacher license is renewed before the date of expiration and to file the renewal with the district.

All contracts with teachers employed by the District, except substitutes, shall be in writing and signed by the officers as provided by statute.

LEGAL REFERENCE: Sect 118.19, Wisconsin Statutes, 118.21, Wisconsin Statutes, 118.22, Wisconsin Statutes PI 3.03, Wisconsin Administrative Code

APPROVED: 4/8/68

REVISED: 11/20/72, 5/18/89

REVIEWED: 7/13/99

REVISED: 4/20/00, 5/18/00

**MEDICAL EXAMINATION, T.B. TEST, AND PRE-EMPLOYMENT DRUG TESTING**

The School Board shall require a physical examination including a chest x-ray or tuberculin test, and may require pre-employment drug test of every regular full time, regular part time, and contracted school employee as a condition of employment. Freedom of tuberculosis in a communicable form is a condition of employment. Offers of employment are contingent on test results. Prospective employees who present non-negative test results and are reviewed/certified by an approved physician as non-negative may not be offered employment or may have any current offer of employment rescinded. Additional physical examinations may be required thereafter as determined by the Board.

Such examination shall not be required of any employee who files an affidavit stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with a bonafide religious sect unless there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of students.

In the case of a new employee, submitted proof of such examination taken within the past 90 days may be permitted.

School employee, as stated in this policy, means a person who comes in contact with children or who handles or prepares food for children while they are under the supervision of school authorities.

The examination and pre-employment drug test will be made by a physician or agency designated by the School Board and the cost will be paid out of school district funds, including substitute employees.

LEGAL REFERENCE: Wisconsin Statute 118.25 (1)(2)

ADOPTED: 4/8/68

REVISED: 4/1/69, 10/16/73, 12/15/82

REVIEWED 7/13/99

REVISED: 9/20/04, 8/16/05, 1/9/06, 7/17/06

REVIEWED: 10/19/2022

REVISED: 4/12/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**DRUG FREE WORKPLACE**

**4115**

It shall be the Policy of the West De Pere Board of Education to provide a drug-free workplace for employees.

Pursuant to the federal regulations implementing the Drug-Free Workplace Act of 1988, 34CFR Part 85, Subpart F, the Board of Education will notice all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all district facilities or during all district sponsored activities.

Employees violating this policy will be subject to assistance and disciplinary measures as determined by a meeting with their supervisor and the Superintendent. Discipline may include mandated involvement in assistance programs, suspension of duties and/or compensation, and/or discharge.

Consistent with federal grant regulations, all employees shall subscribe to the behavior necessary to maintain a drug-free workplace. Furthermore, employees specifically employed through federal grants shall abide by the following:

- 1) Abide by the terms of the statement; and
- 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction; and
- 3) Understand that the employer will be notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; and
- 4) Understand that the agency may be taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

CROSS REFERENCE: Employee Handbooks

ADOPTED: 5/18/89

REVISED: 2/17/00, 2/18/09, 5/11

REVIEWED: 12/15/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**CRIMINAL ACTIVITIES**

**4116**

It is the policy of the West De Pere Board of Education that employees shall serve as a positive example to students in terms of honesty, integrity, and mature behavior.

An employee convicted of a criminal act will have his/her criminal action reviewed to determine whether or not it substantially relates to the circumstances of his/her particular job or licensed activity in the district. Should it be determined that an employee's criminal action is substantially related to the circumstances of the job or licensed activity, the employee is subject to dismissal or other disciplinary action.

CROSS REFERENCE: 4115 - Drugfree Workplace, Employee Handbooks

ADOPTED: 1/17/94

REVIEWED: 12/15/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**STAFF DISCRIMINATION**

4117

**I. EMPLOYMENT**

The School District of West De Pere is an equal opportunity employer. Therefore, personnel hiring and administration in this district shall be conducted so as not to discriminate in employment against properly qualified individuals by reason of their age, sex, race, creed, color, ancestry, national origin, religion, disability, marital status, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non working hours.

**II. EMPLOYMENT ENVIRONMENT**

The Board of Education supports an educational and work environment that is free of discrimination of any form. It is the policy of the district that no employee, student, or visitor will be allowed to engage in any form of discrimination (including harassment and intimidation) toward an employee, student, or visitor. Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of employees, that action may include, but is not limited to suspension, discharge or non-renewal. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

Not all socially inappropriate behavior in the workplace constitutes harassment. Nevertheless, professional conduct in the workplace is the expectation, which includes civil discourse, problem solving when there are disagreements without the use of a demeaning tone, manner, words or actions, and generally a modeling of problem solving and conflict resolution for students.

**III. HARASSMENT**

Harassment is considered a form of discrimination.

<i><u>Harassment is any behavior directed toward a person</u></i>	<i><u>based in whole or part, on membership in a protected class</u></i>	<i><u>that has the purpose or effect intimidating, hostile, or offensive working environment, or interferes with the individual's work performance.</u></i>
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<p>Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property</p>	<p>sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability</p>	<p>the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.</p>
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Sexual harassment is often rationalized as being so socially prevalent that it is acceptable. The law protects both males and females from sexual harassment, regardless of who the harasser is (student, staff person, visitor) or their gender. Sexual harassment can be student-to-student, staff-to-student, or student-to-staff; and can be inter- or intra-gender.

Examples of inappropriate conduct that would be considered sexual harassment are:  
Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.

Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.

- A. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- B. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attention to someone such that the student's participation in any program or activity is negatively affected.
- C. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- D. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials.

When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.



**SCHOOL DISTRICT OF WEST DE PERE**  
**STAFF DISCRIMINATION**

**4117 cont'd**

**IV. COMPLAINT PROCEDURES**

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

**A. INFORMAL COMPLAINT PROCEDURE**

1. Every complainant is encouraged to speak to their direct supervisor and to attempt to resolve at the lowest possible level. However, an alternative person, as noted in the policy, will be made available in the event that the immediate supervisor is the alleged harasser.
2. The complainant always has the right to file a complaint and proceed to a formal complaint process at any time or file a complaint with an outside agency.
3. If the complainant exercises his/her option of filing a complaint, it will be investigated and proceed to the formal complaint procedures. If an informal procedure would be ineffective due to the alleged or actual circumstances or the complainant does not wish to discuss the matter with the principal or counselor, or the results are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

**B. FORMAL COMPLAINT PROCEDURES**

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination. The designee under this policy is the Director of Student Services. Alternative designees under the policy are the principals. The District Administrator reserves the discretion to appoint an investigator from outside the district.

1. The person who believes he/she is being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination. If the person being discriminated against is unable or unwilling to discuss the matter of his/her objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.
2. The formal complaint shall be submitted in writing to the district-appointed administrator. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far

**SCHOOL DISTRICT OF WEST DE PERE**  
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as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. Complaint forms are available in each school office, from a school counselor, or the district office.

3. The complaint will be acknowledged in writing within a reasonable timeframe. This acknowledgement will typically include a requested day and time to meet with the district- appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.
5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.
7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.
  - a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting.

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**4117 cont'd**

- b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present his/her reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present his/her response.
  - c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.
8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office. The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where reasonable belief exists that a criminal act may have occurred.
9. If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal to the Office of Civil Rights, the Wisconsin Equal Rights Division or the Federal Equal Employment Opportunity Commission.

If the complaint constitutes a workplace safety issue, it can be processed under the statutory grievance procedures outlined under policy #4420. The timeline for said grievance procedure is identified below.

**Procedures:**

**First Step**

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

**Second Step**

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the

**SCHOOL DISTRICT OF WEST DE PERE**  
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District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

**Third Step**

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement to the District Administrator particularly describing the reason for appeal. The appeal must be submitted within ten (10) days of the decision in Step 2. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process, the matter shall be referred to the Board, which shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The oral or written statements of students, which would otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

**Fourth Step**

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice in the District Office appealing the decision of the IHO within ten (10) days of the decision of the IHO. The Board of Education shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is required by law. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. The Board may conduct a hearing if it so determines or if required by law. A simple majority vote of the Board members participating in the review shall decide the appeal (unless a greater number is required by law) within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

**SCHOOL DISTRICT OF WEST DE PERE**  
**STAFF DISCRIMINATION**

**4117 cont'd**

The complaint procedure will be enforced consistent with the laws prohibiting discrimination. Accommodations will be provided for any individual with a disability that requires assistance or alternative means to either file a complaint or participate in the investigation of a complaint, due to their disability.

**C. EXCEPTIONS**

1. Nothing in these procedures shall preclude individuals who feel they have been discriminated against from filing a complaint directly with either the Wisconsin Equal Rights Division or the Federal Equal Employment Opportunity Commission as authorized by federal law. Such complaints must be filed within 300 days of the alleged incident.

**V. RETALIATION**

- A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

The complainant has the right to file a complaint with the Office of Civil Rights located at:

**Office for Civil Rights**  
U.S. Department of Education  
500 West Madison Street, Suite 1475  
Chicago, IL 60661

**Address complaints to: Amy Schuh, Director of Student Services**  
**School District of West De Pere**  
400 Reid Street, Suite W  
De Pere, WI 54115  
920-337-1393

LEGAL REFERENCE: Wisconsin Statute 111.3  
Title VI of the Civil Rights Act of 1964  
Title IX of the Educational  
Amendments of 1972 Section 504 of  
the Rehabilitation Act of 1973

CROSS REFERENCE: 1113 - Nondiscrimination  
5117 - Student Nondiscrimination  
4420 -Grievance Policy for Professional Teaching Staff

ADOPTED: 3/14/00  
REVISED: 12/19/12, 1/16/13  
REVIEWED: 12/11/19  
REVISED: 1/27/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**TITLE IX DISCTIMINATION COMPLAINT FORM**

**4117/5117 (E)**

## Title IX Discrimination Complaint Form

*Title IX of the Education Amendments of 1972 (20 U.S.C § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. **When the form has been completed and signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the district.** We will provide you with a copy of this form as well as complete information about the Title IX complaint process.*

---

*The Title IX Coordinator and/or designee investigate complaints by parent, staff and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.*

I am filing this complaint as a: check one (✓)

Parent       Staff       Student

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

---

**Complainant:** Individual who is alleged to be the victim of conduct that could constitute sexual harassment (*if different from person completing form*).

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**If student, grade:** \_\_\_\_\_ **School:** \_\_\_\_\_

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**Respondent:** person or persons you believe committed the offense against you and how you have contact with them, e.g., supervisor, co-worker, peer, teacher.

**Name:** \_\_\_\_\_

---

**Complaint:** Describe your complaint related to the complainant's participation or attempt to participate in the school's educational program or activity. Please summarize below and attach additional pages describing your complaint if necessary.

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**SCHOOL DISTRICT OF WEST DE PERE     4117/5117 (E) cont'd**  
**TITLE IX DISCTIMINATION COMPLAINT FORM**

**Location:**

\_\_\_\_\_

**Description of incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witnesses** (The relationship information requested means co-worker, supervisor, peer, teacher, etc)

1. \_\_\_\_\_

**Name**

**Relationship**

**Telephone number**

2. \_\_\_\_\_

**Name**

**Relationship**

**Telephone number**

3. \_\_\_\_\_

**Name**

**Relationship**

**Telephone number**

I certify the aforementioned is true and correct.

\_\_\_\_\_  
**Your signature**

\_\_\_\_\_  
**Date**

**This completed, signed form should be delivered to the Title IX Coordinator by mail, email or in-person.**

\_\_\_\_\_

**For the Title IX Coordinator and/or Designee only**

**Complaint taken by:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

Received by:

In-person

Mail

Email

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

The School District of West De Pere prohibits sexual harassment as a type of discrimination on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, consistent with Board Policies 4117 and 5117.

When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. The procedures in this policy describe the District's required response in the event a report or complaint of sexual harassment covered by this Policy and the applicable regulations implementing Title IX of the Education Amendments of 1972.

Any person subject to this policy who is found to have violated the policy's prohibition on sexual harassment will be subject to disciplinary action determined appropriate under the circumstances with consideration of the full range of potential disciplinary action. The District may impose sanctions on third parties who engage in sexual harassment, including by way of order prohibiting presence on school grounds or attendance at school activities. Separate from discipline and/or sanctions imposed against those found to violate this policy, the District is also committed to providing ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities both during an investigation as well as following the conclusion of any of the procedures provided in this policy.

**Limited Scope of Policy Application**

This policy and the grievance process described applies to sexual harassment that occurs within the District's education programs or activities and that is committed by an employee, student, board member, third-party vendor or contractor, guest, parent, or any other person over whom the District exercises substantial control in the context within which the alleged sexual harassment occurs.

Sexual harassment and other forms of discrimination on the basis of sex that are not covered by the specific definitions applicable to this policy, are still prohibited by and complaints are addressed through other District policies and corresponding grievance procedures.

**Definitions**

The following terms have the definitions below for purposes of this policy.



**SCHOOL DISTRICT OF WEST DE PERE     4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Sexual Harassment:** “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo: An employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct which may include verbal efforts in furtherance of such effort with due record for protected speech considerations;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).
  - a. “Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent due to the complainant’s age or temporary or permanent diminished mental or physical capability to knowingly consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
  - b. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
    - i. A current or former spouse or intimate partner of the victim;
    - ii. A person with whom the victim shares a child in common;
    - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
    - iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
    - v. Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
  - c. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - d. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Complainant:** “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. The Title IX Coordinator does not become the complainant even if the coordinator files the formal complaint.

**Respondent:** “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Actual Knowledge:** “Actual Knowledge” means receipt of information in any form that places the District on notice of sexual harassment or allegations of sexual harassment. The District has “actual knowledge” of sexual harassment if any employee has actual notice of such information, including any report of such information provided to a Title IX Coordinator or a person with authority to provide supportive measures or to engage in informal resolution processes. This standard is not met when the only District employee with actual knowledge is the Respondent. Knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

**Formal Complaint:** “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting an investigation of the allegation of sexual harassment. A formal complaint must state allegations that establish that the Complainant is participating in or attempting to participate in the District’s education program or activity and must be signed by the Complainant (physical or digital signature) and may be received in hard copy or through electronic submission including via email or dedicated complaint submission portal.

**Supportive Measures:** “Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are those designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other part(ies), including measures designed to protect the safety of all parties or the District’s educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, school escort services, mutual restrictions of contact between the parties, leaves of absence, increased security and monitoring of certain areas of the school grounds, referral to Employee Assistance Program and other similar measures.

**Education Program or Activity:** “Education program or activity” includes all events and circumstances that take place on or off school grounds if the District exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

**SCHOOL DISTRICT OF WEST DE PERE     4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Inculpatory Evidence:** “Inculpatory evidence” is evidence that tends to establish a Respondent’s responsibility for alleged Sexual Harassment.

**Exculpatory Evidence:** “Exculpatory evidence” is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

**Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Amy Schuh, Director of Student Services

Jason Lau, Principal

400 Reid Street Suite W

1155 Westwood Drive

De Pere, WI 54115

De Pere, WI 54115

[aschuh@wdpsd.com](mailto:aschuh@wdpsd.com)

[jlau@wdpsd.com](mailto:jlau@wdpsd.com)

920-337-1393 x8024

920-337-1091

The Title IX Coordinator shall report directly to the District Administrator. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall prominently display the Title IX Coordinators(s’) contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District’s website and include the District’s nondiscrimination statement and location of this policy in each handbook or course catalog that the Board makes available to applicants for employment, students and prospective students, parents or legal guardians.

**Grievance Process**

The District’s response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, throughout and after the process.

**SCHOOL DISTRICT OF WEST DE PERE    4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Coordinator shall determine if potential bias or conflict exists and assign investigatory responsibilities accordingly.

If a determination of responsibility for sexual harassment is made against the Respondent, the District will provide remedies to the Complainant and impose sanctions against the Respondent. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

**Process**

The process described within this policy applies to complaints related to nondiscrimination on the basis of sex education/sexual harassment. The District will continue to address other complaints of nondiscrimination or harassment as described in Policy 4117 and Policy 5117.

**Report of Sexual Discrimination/Harassment**

Any person may file a written or oral report alleging sexual harassment or other forms of discrimination. Reports of discrimination on the basis of sex, including claims of sexual harassment in the District's programs or activities shall be provided to a Title IX Coordinator, or if the allegation concerns a Coordinator, and another Coordinator is not available, reports may be made to the District Administrator. All District employees are expected to report information they obtain in any fashion that may constitute discrimination on the basis of sex.

Reports should include information regarding the alleged victim(s), perpetrator(s), other potential witness(es), the source of the information if from a third party, and describe in detail what occurred, including date(s), time(s), and location(s). Reports shall be made as soon as practicable upon receipt of the information, but in no event more than 2 work days. The making of a report does not satisfy an employee's obligation to contact law enforcement or child protective services if the conduct and circumstances of the report also involve suspected child abuse or neglect requiring mandatory reporting (**See Policy Student Abuse and Neglect 5118**).

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Following Receipt of a Report** When a report of discrimination on the basis of sex is made, the Title IX Coordinator shall determine if the allegations constitute claims of Sexual Harassment, or if the allegations involve other types of claims covered by other Board policies, and shall proceed accordingly.

***Supportive Measures:*** If the report alleges Sexual Harassment, the Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

***Emergency Removal:*** The Coordinator shall conduct an individualized safety and risk analysis to determine whether a student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. If the student Respondent poses such a threat, the Respondent may be removed from an aspect of the program or activity, or separated so as to address the safety concerns.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

Respondents who are neither students nor employees may be restricted from accessing District facilities to eliminate the safety concerns.

### **Formal Complaint of Sexual Harassment**

The Complainant may at any time file a formal complaint with the Title IX Coordinator in person, by mail, or by electronic mail, or by any other method made available for this purpose. If a formal complaint involves allegations of sexual harassment by or involving a Title IX Coordinator and another Coordinator is not available, a formal complaint may be filed with the District Administrator who will designate a different staff member to serve as Coordinator for the complaint.

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

If the Complainant requests that a formal complaint not be filed, the Title IX Coordinator will generally respect that request unless the Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The Title IX Coordinator will investigate the allegations in the formal complaint or will designate another person to serve as the investigator, provided that the investigator appointed has completed the training required. The investigator will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Timeline**

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be extended by mutual agreement of the Complainant and Respondent. In the event that the grievance process cannot be completed to the point of a determination of responsibility by the decision maker within the timeframe, due to the unavailability of necessary witness or information, or for other good cause, the Coordinator may notify the parties of an extension of the timeline for purposes of the Grievance Process, and in the absence of an agreement to extend the timelines, may issue a preliminary determination under the District’s student non-discrimination school board policy (**Policy Student Nondiscrimination 5117**) implementing state law. The initial determination under Policy 5117 may be that there is insufficient evidence to conclude a violation and explain that the investigation process is ongoing, and explain the reasons for the inability to conclude within the requisite 90 days.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
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**SEXUAL HARASSMENT**

1. Notice of the Board's grievance process, including any informal resolution processes;
2. Notice of the allegations of misconduct that potentially constitutes sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the alleged conduct and the date and location of the alleged incident, if known. The written notice must:
  - a. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - b. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  - c. inform the parties of any provision in the Student Code of Conduct, policies, or handbooks that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the allegations shall be included in the current investigation or handled in a separate process.

**Dismissal of a Formal Complaint**

A formal complaint shall be dismissed if at any point it is determined that the conduct:

1. would not constitute Sexual Harassment (as defined in this policy) even if proved;
2. did not occur in the District's education program or activity; or
3. did not occur against a person in the United States.

If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee or Student Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the Process:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. The Respondent is no longer enrolled in or employed by the District; or

**SCHOOL DISTRICT OF WEST DE PERE     4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
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3. Specific circumstances prevent the investigator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The Title IX Coordinator must promptly send written notice of a dismissal and the reason(s) therefore simultaneously to the parties.

**Consolidation of Formal Complaints**

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

**Informal Resolution Process**

Complainant may not be required to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party may be required to participate in an informal resolution process.

The Title IX Coordinator may offer the Complainant and Respondent in any formal complaint where both parties are students the opportunity to engage in an informal resolution process. If the parties mutually agree in writing to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process without conducting a full investigation and determination regarding responsibility. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

The following information shall be included in a notice to the parties prior to engaging in an informal resolution process:

1. The allegations;
2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process.



**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Investigation of a Formal Complaint of Sexual Harassment**

The Title IX Coordinator shall designate a person to serve as an investigator, which may be the Title IX Coordinator or different trained individual.

The investigator is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party (or parent, if a minor) provides the District with voluntary, written consent to do so. The investigator may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

1. Present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
2. have their advisor present during any grievance proceeding. The investigator may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding, but may limit the scope of the advisors' participation, provided that any limits apply to both parties.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

Prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

**Determination of Responsibility**

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s) and will generally be the District Administrator or building level principal who is not the principal of the building in which the Respondent attends or works.

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must reach the conclusions based on a preponderance of the evidence standard, which means that decisions regarding disputed facts are resolved in favor of the determination that is more likely than not accurate based on the credible evidence provided.

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

The written determination will include the following content:

1. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the applicable code of conduct or policy to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
6. The procedures and permissible bases for the Complainant and Respondent to appeal.

If the decision-maker determines the student Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences determined after considering the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation and implement an appropriate remedy(ies). The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable procedures (i.e. suspension, expulsion, employee discipline, termination), whether policy-based, statutory, or contractual.

If the decision-maker determines the third-party Respondent is responsible for violating this policy the decision-maker will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator (if not the decision-maker) of the recommended remedies, so appropriate action can be taken.

**SCHOOL DISTRICT OF WEST DE PERE    4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

The Title IX Coordinator is responsible for coordinating the effective implementation of any remedies.

**Appeal**

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

1. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The Complainant may not appeal a decision based on disagreement with the disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker's determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written notice of appeal to the Title IX Coordinator within two (2) business days after receipt of the decision-maker's determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein. The notice of appeal shall state the party's intent to appeal the determination and shall specify the ground or grounds above upon which the appeal is based.

Upon receipt of a notice of appeal, the Title IX Coordinator shall first determine whether the notice of appeal is timely and if not inform the party filing the appeal that the deadline has passed and the determination is final. If the appeal is timely, the Coordinator shall do the following:

1. Inform the other party in writing that an appeal has been timely submitted and require that if that party too wishes to appeal a portion of the determination, that party may submit a notice to that effect within two (2) business days of receipt of notice that an appeal has been filed or will not be permitted to raise issues outside of the existing notice of appeal;

**SCHOOL DISTRICT OF WEST DE PERE 4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

2. Notify both parties the appeal procedures which apply equally for both parties. The procedures shall include the opportunity to submit written arguments first by the party initiating the appeal specifying the reasons and for the other party to respond and shall include timelines required for the submission of materials by the parties so as to provide sufficient time while assuring timely completion of the appeal process.
3. Appoint a decision-maker or a panel of an odd number of participants to serve as the appeal decision-maker. The appeal decision-maker or panel may not include any person that has served any function in the grievance process up to the appeal (i.e. cannot be the coordinator, investigator, decision-maker, or any person involved in informal resolution processes). The decision-maker for the appeal shall not have a conflict of interest or bias for or against Complainant or Respondent generally or an individual Complainant or Respondent and shall receive the same training as required of other decision-makers.

The decision-maker for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within 30 calendar days of when the parties' last written statement is submitted.

No further review beyond the appeal is permitted.

### **Retaliation**

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

**SCHOOL DISTRICT OF WEST DE PERE    4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

Complaints alleging retaliation may be filed with the Title IX Coordinator, a District Compliance Officer, or the District Administrator and will be investigated pursuant to the District's grievance procedures (not the grievance process described in this policy).

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

No person is protected from adverse consequences for making materially false statements, acting in bad faith, or abusing the grievance process for malicious purposes.

**Confidentiality**

The District will maintain confidentiality to the extent permitted by law, but shall not impose confidentiality requirements that impair the Complainant's and/or Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility.

**Training**

The District's Title IX Coordinator, along with any investigators, decision-makers, or persons designated to facilitate an informal resolution process, must receive training on:

1. The definition of sexual harassment (as that term is used in this policy);
2. The scope of the District's education program or activity;
3. How to conduct an investigation and implement the grievance process; and
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

The District will make its training materials publicly available on its website and available in another form if a person is unable to access the District's website.

**SCHOOL DISTRICT OF WEST DE PERE     4118/5118.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**TITLE IX REGULATIONS**  
**SEXUAL HARASSMENT**

**Recordkeeping**

Records shall be maintained consistent with the District's records retention policy, but in no case for less than 7 years. The record shall document the basis for conclusions reached to establish that response was not deliberately indifferent, and shall document measures implemented that were designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

**Manner of Application**

The Title IX Coordinators are authorized to assure that this policy is implemented in a fashion that is consistent with Title IX implementing regulations. If at any point, this policy is in any part inconsistent with those regulations, the Title IX Coordinator shall comply with the regulations, and inform the District Administrator accordingly.

LEGAL REFERENCE:            Wisconsin Statute 111.3 Title VI of the Civil Rights Act of 1964  
                                         Title IX of the Educational Amendments of 1972

CROSS REFERENCE:            1113 - Nondiscrimination  
                                         4117 - Staff Nondiscrimination  
                                         5117 - Student Nondiscrimination  
                                         5118 - Student Abuse and Neglect  
                                         4420 - Grievance Policy for Professional Teaching Staff

ADOPTED: 1/11/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUBSTITUTE TEACHERS**

**4120**

The Board of Education believes that the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. An effective program for selecting, assigning, and evaluating substitute teachers will be established by the administrative staff.

Compensation for substitute teachers shall be reviewed annually by the administration and should be adjusted to reflect the comparative metro-area (Green Bay, Ashwaubenon, De Pere, Howard-Suamico, West De Pere) rate of pay. Extra classes will be a portion of the daily rate.

Substitute teachers will be:

1. Sent to workshops/seminars or other training opportunities at the request of administration. The workshops/seminars expenses will be paid by the District and the substitute teacher will receive substitute teacher pay if attendance is required during the school day.
2. Invited to relevant in-district training opportunities. If such training is not required by administration, attendance is voluntary and therefore not compensated.

A substitute employed ten (10) or more consecutive days in the same position will be considered a long term substitute. "Ten or more days" is defined as days on which school actually was in session. The regular daily substitute wage shall be paid for the first ten (10) days. Reimbursement on the eleventh (11th) day and thereafter will be based on the bachelor base salary divided by the number of days in the school term.

ADOPTED: 10/17/85

REVISED: 7/19/95, 11/19/98

REVIEWED: 3/4/99

REVISED: 10/17/12, 1/16/13, 6/18/14, 7/30/14, 8/2020



**SCHOOL DISTRICT OF WEST DE PERE**  
**TEACHER**

**4121**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to staff, students and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
4. Use appropriate assessment tools and data to implement instructional practices which are consistent with existing district/state standards and benchmarks while following all DPI testing policies and procedures.
5. Meet and instruct assigned classes in the location and the time designated.
6. Establish and maintain a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with District policy.
7. Prepare for assigned classes and give written evidence of preparation as required by the immediate supervisor.
8. Assess the accomplishments of students and provide progress reports as required.
9. Identify and make accommodations for the unique needs of all students; consult and cooperate with District specialists in assessing and helping students meet these needs.
10. Maintain accurate and complete student records of academic progress (ie. grades, IEP, 504, attendance) and student's proficiency of district standards and benchmarks.
11. Communicate with parents regarding pupil progress and/or behavior as needed and at parent/teacher conferences.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

**SCHOOL DISTRICT OF WEST DE PERE**  
**TEACHER**

**4121 cont'd**

13. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
14. Attend staff meetings and inservices as required during the contract day.
15. May volunteer to serve on committees and to participate in sponsorship of student activities.
16. Seek out and strive to use current instructional practices that demonstrate a knowledge of a student's unique needs.
17. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook.

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 2210 - The Principal, 4500 - Professional Staff Evaluation

ADOPTED: 3/15/90

REVISED: 12/17/98, 9/21/00, 7/15/02, 12/20/04, 11/15/11, 9/18/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**CHARTER SCHOOL TEACHER**

**4122**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Westwood Elementary School Principal

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of students enrolled in the charter school.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a project based program of study which strives to implement the philosophy and themes of the Phantom Knight School of Opportunity and the School District of West De Pere.
4. Use appropriate assessment tools and data to implement project-based instructional practices which are consistent with existing district/state standards and benchmarks while following all DPI testing policies and procedures.
5. Meet and advise assigned students in the location and time designed.
6. Establish and maintain a classroom/school environment that is conducive to learning, appropriate for the maturity and interest levels of students, and follows the themes and mission of the charter school.
7. Monitor student progress on projects and provide evidence of student progress to the immediate supervisor.
8. Coordinate and participate in project proposal and project defense teams and provide assessment of the quality of the project to the student.
9. Identify and make accommodations for the unique needs of all students; consult and cooperate with District specialists in assessing and helping students meet these needs.
10. Maintain accurate and complete student records of academic progress (i.e., transcripts, IEP, attendance, project completion) and student proficiency of state standards and benchmarks.
11. communicate with parents regarding student progress and/or behavior as needed and at parent/teacher conferences.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Attend monthly Phantom Knight Board of Directors meetings and provide reports as to the status of the school.
14. Coordinate quarterly open houses for the purpose of student project exhibitions.

**SCHOOL DISTRICT OF WEST DE PERE**  
**CHARTER SCHOOL TEACHER**

**4122 cont'd**

15. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
16. May volunteer to serve on committees and to participate in sponsorship of student activities.
17. Seek out and strive to use current instructional practices related to project-based learning that demonstrates knowledge of the unique learning needs of students.
18. Such other duties may be determined by the administrative staff within the parameters of the personnel policies handbook, mission of the Phantom Knight School of Opportunity, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum performance of this job will be evaluated in writing each semester during the first, second, and third year, and at a minimum of every third year thereafter.

CROSS REFERENCE: 2350- Elementary Principal, 4500 Professional Staff Evaluation

ADOPTED: 6/21/2007

REVISED: 11/15/11, 2/12/14

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT TEACHERS/TEACHER CANDIDATES**

**4123**

The school district assumes the obligation to provide apprentice teaching opportunities for student teachers/teacher candidates from colleges and universities. District teachers who serve as master teachers for student teachers/teacher candidates can receive compensation in the form of tuition waivers or stipends from the college/university.

A student teacher/teacher candidate is defined as a teacher trainee.

ADOPTED: 11/20/72

REVIEWED: 7/13/99

REVISED: 9/21/2000, 10/17/2012

**SCHOOL DISTRICT OF WEST DE PERE  
ELEMENTARY SCHOOL TEAM LEADER**

**4124**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To work with the administration team to provide services to elementary school students, staff and parents.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be an advocate of children of the school district.
4. Serve as a member of the Team Leaders Council, including hours outside of normal school day.
5. Regular consultation with team members. Act as a communication liaison between the school's Team Leaders Council and staff members and staff and parents.
6. Provide leadership and input for their team's budget including development, coordinating the ordering of equipment and supplies, transportation requests, record keeping, etc.
7. Be available for administrative approved meetings with parents or community agencies during the school day and or before or after school hours.
8. Successfully perform responsibilities of a classroom teacher per policy 4121.
9. Assist in development of duties for instructional aides.
10. Assist administration in the dissemination of information and feedback when needed.
11. Conduct grade level meetings regularly as needed.
12. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook

**EVALUATION:** Performance of this job will be formally evaluated at least once every three years by the principal.

**ADOPTED:** 1/13/03

**REVISED:** 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**INTERMEDIATE SCHOOL TEAM LEADER**

**4124.5**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To work with the administrative team to provide services to elementary school students, staff and parents.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be an advocate of children of the school district.
4. Serve as a member of the Team Leaders Council, including hours outside of the normal school day.
5. Regular consultation with team members. Act as a communication liaison between the school's Team Leaders Council and staff members and staff and parents.
6. Provide leadership and input for their team's budget including development, coordinating the ordering of equipment and supplies, transportation requests, record keeping, etc.
7. Be available for administration approved meetings with parents or community agencies during the school day and or before or after school hours.

**SCHOOL DISTRICT OF WEST DE PERE**  
**INTERMEDIATE SCHOOL TEAM LEADER**

**4124.5 cont'd**

8. Successfully perform responsibilities of a classroom teacher per policy 4121.
9. Assist in development of duties for instructional aides.
10. Assist administration in the dissemination of information and feedback when needed.
11. Conduct grade level meetings regularly and as needed.
12. Such other duties as may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.
13. Assist administration on the scheduling of students.
14. Assist administration in the development of the structure of the school day.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: Performance of this job will be formally evaluated at least once every three years by the principal.

ADOPTED: 12/14/2020



**SCHOOL DISTRICT OF WEST DE PERE**  
**MIDDLE SCHOOL TEAM LEADER**

**4125**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO: Principal**

**JOB GOAL:** To work with the administration team to provide services to and for West De Pere Middle School students, staff and parents.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be an advocate of children of the school district.
4. Serve as a member of the Team Leaders Council, including hours outside of normal school day.
5. Provide support to all team staff members in the discipline of students. Assent in the handling of referrals and consult with staff and administration including parent contact and teacher follow-up.
6. Assist in the supervision of the school as requested, such as hallways, commons and/or wing.
7. Regular consultation with team members. Act as a communication liaison between the Middle School's Team Leaders Council and staff members and staff and parents.
8. Assist administration in the scheduling of students.
9. Assist administration in the development of the structure of the school day.
10. Assist administration in the teaching assignments of their team.
11. Responsible for their team's budget including development, coordinating the ordering of equipment and supplies, transportation requests, record keeping, etc.
12. Assist in the maintenance of accurate and complete student behavioral records for the team.
13. Be available for administrative approved meetings with parents or community agencies during the school day and or before or after school hours.
14. Successfully perform responsibilities of a classroom teacher per policy 4121.
15. Assist administration in the operation of the Middle School and relieve the Principal of various routine administrative details that are related to the team.
16. Such other duties may be determined by the administrative staff within the parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

**SCHOOL DISTRICT OF WEST DE PERE  
MIDDLE SCHOOL TEAM LEADER**

**4125 cont'd**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide curricular and faculty leadership for the department.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to staff, students, and community.
- 2.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook

**EVALUATION:** Performance of this job will be formally evaluated at least once every three years by the principal.

**ADOPTED:** 7/15/02

**REVISED:** 1/13/03, 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**HIGH SCHOOL DEPARTMENT CHAIRPERSON**

**4126**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Teaching License.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide curricular and faculty leadership for the department.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be an advocate of children of the school district.
4. Serve as the Department representative on the Facility Council and attend scheduled monthly meetings of the Council.
5. Be an advocate for professional development.
6. Provide leadership in the development and refinement of curriculum.
7. Act as a liaison among Department members, staff, parents and students in Department matters.
8. Coordinate regular Department meetings and convey appropriate information to administration from those meetings.
9. Assist administration in the scheduling of student classes in the Department.
10. Assist administration in developing the teaching schedule for the Department.
11. Assist administration in the development and oversight of the Department budget.
12. Be responsible for all Department requisitions.
13. Be accountable for Department supplies, curriculum materials, furniture and equipment.
14. Successfully perform responsibilities of a classroom teacher per policy 4121.
15. Assist administration in the interview process for new Development teacher candidates.
16. Assist administration in the evaluation of Department operations.
17. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook. Board of Education policies, state statutes, and administrative rules.

**SCHOOL DISTRICT OF WEST DE PERE**  
**HIGH SCHOOL DEPARTMENT CHAIRPERSON**

**4126 cont'd**

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: Performance of this job will be formally evaluated at least once every three years by the principal.

ADOPTED: 1/13/03

REVISED: 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**EDUCATOR MENTOR**

**4127**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate and be trained or in the process of being trained to provide support and (PI-34.01) assistance to initial educators.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To support and assist assigned initial educator(s) in becoming “highly qualified” as required by the federal Elementary and Secondary Education Act (ESEA).

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Complete all required application forms and paperwork to apply for a mentor position.
4. Accept a three (3) year commitment per assigned initial educator.
5. Complete training and orientation as provided for by the district.
6. Attend all cohort meetings and participate in other activities which may be a part of the mentor program.
7. Schedule monthly individual meetings with assigned initial educator(s) and provide a log of activities in written format. Provide administration a written log as evidence of ongoing meetings and activities when requested.
8. Model professional standards consistent with the following:
  - a. Lead by example
  - b. Serve as example
  - c. Serve as a resource
  - d. Maintain a confident relationship with the assigned initial educator.
  - e. Provide many perspectives rather than just own perspective
  - f. Model analytical and reflective practices
  - g. Keep colleagues informed about mentoring initiatives
  - h. Engage colleagues in welcoming, supporting, and collaborating with new staff members
9. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook. Board of Education policies, state statutes, and administrative rules.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook.

**EVALUATION:** Performance will be assessed according to the job responsibilities.

**CROSS REFERENCE:** 4525-PI34 Educator Plan

**ADOPTED:** 4/16/07

**REVISED:** 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**K-4 LITERACY INTERVENTION/TITLE 1**

**4128**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Must possess a reading #316 license.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of each student.

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
4. Use appropriate assessment tools and data to implement instructional practices which are consistent with existing district/state standards and benchmarks while following all DPI testing policies and procedures.
5. Meet and instruct assigned classes in the location and the time designated.
6. Establish and maintain a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with District policy.
7. Prepare for assigned classes and give written evidence of preparation as required by the immediate supervisor.
8. Assess the accomplishments of students and provide progress reports as required.
9. Identify and make accommodations for the unique needs of all students; consult and cooperate with District specialists in assessing and helping students meet these needs.
10. Maintain accurate and complete records of academic progress (ie. grades, IEP, 504, attendance) and students' proficiency of district standards and benchmarks.
11. Communicate with parents regarding pupil progress and/or behavior as needed and at parent/teacher conferences.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Attend staff meetings and inservices as required during the contract day.
14. May volunteer to serve on committees and to participate in sponsorship of student activities.
15. Seek out and strive to use current instructional practices that demonstrate knowledge of a student's unique needs.
16. Work with the Director of Curriculum to implement and support the district's literacy framework.
17. Study research-based practices and techniques and share information with colleagues.

**SCHOOL DISTRICT OF WEST DE PERE      4128 cont'd**  
**K-4 LITERACY INTERVENTION/TITLE 1**

18. Work with the principal to coordinate literacy activities at the building level.
19. Help parents understand their role in their child's literacy development.
20. Complete required paperwork and record keeping.
21. Administer and monitor assessments to inform instruction.
22. Provide small group literacy intervention instruction to identified students K-4.
23. Support and assist in the development of literacy throughout the building.
24. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
25. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook. Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 2210- The Principal  
4500- Professional Staff Evaluation

ADOPTED: 6/17/09

REVISED: 11/11/11, 2/12/14, 5/25/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**LITERACY COACH**

**4128.5**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction for a valid Wisconsin Teaching License, 1316 required, 1317 preferred.
2. Current knowledge and experience in facilitating the design, implementation, and assessment of effective literacy programs.
3. A minimum of five years teaching experience.
4. Experience in developing and facilitating professional development.
5. Experience in working with teachers in small groups and on an individual level by modeling instruction within classrooms, team-teaching, and providing follow-up.
6. Experience in working with diverse student learning needs.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:** To provide modeling, team-teaching and on-going teacher support for literacy strategies and initiatives that address district goals and student needs.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Set an example of intense dedication to students learning when working with teachers, administrators, parents and community members.
4. Provide individualized classroom-based support to implement a balanced literacy program, including the modeling of best practices.
5. Work as a team-member to support the direction of literacy goals.
6. Keep immediate supervisor and administrators informed of progress on a continued basis.
7. Maintain current knowledge of literacy curriculum, instruction, and assessment processes, and the instructional strategies necessary to support diverse learning needs.
8. Assist with the coordination and facilitation of parent and community support programs.
9. Assist with the development and implementation of professional development opportunities for staff.



**SCHOOL DISTRICT OF WEST DE PERE**  
**LITERACY COACH**

**4128.5 cont'd**

10. Work with principals and Director of Curriculum to create a school wide focus on reading achievement.
11. Provide a range of job embedded coaching activities to staff such as study groups, curriculum development, professional development presentations, analysis of student work, co-planning and/or co-teaching lessons, and lesson study.
12. Perform other duties as may be determined by the administrative staff within parameters of the master agreement, Board of Education Policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook for Professional  
Teaching Staff

EVALUATION: At minimum, performance of this job will be evaluated in writing each  
semester/trimester during the first, second, and third year at a minimum  
every third year thereafter.

CROSS REFERENCE: 4121- Teacher  
4500- Professional Staff Evaluation

ADOPTED: 5/20/15

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRADES 5-8 LITERACY INTERVENTION/TITLE 1**

**4129**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Current Wisconsin Reading Teacher License #316.
3. Successful teaching experience, preferably in middle school and/or high school.
4. Experience in supporting Title I, ELL, and Special Education instructional programs.
5. Experience in initiating, designing, implementing and leading professional development.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
4. Use appropriate assessment tools and data to implement instructional practices which are consistent with existing district/state standards and benchmarks while following all DPI testing policies and procedures.
5. Meet and instruct assigned classes in the location and the time designated.
6. Establish and maintain a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with District policy.
7. Prepare for assigned classes and give written evidence of preparation as required by the immediate supervisor.
8. Assess the accomplishments of students and provide progress reports as required.
9. Identify and make accommodations for the unique needs of all students; consult and cooperate with District specialists in assessing and helping students meet these needs.
10. Maintain accurate and complete records of academic progress (ie. grades, IEP, 504, attendance) and students' proficiency of district standards and benchmarks.
11. Communicate with parents regarding pupil progress and/or behavior as needed and at parent/teacher conferences.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Attend staff meetings and inservices as required during the contract day.
14. May volunteer to serve on committees and to participate in sponsorship of student activities.

**SCHOOL DISTRICT OF WEST DE PERE      4129 cont'd**  
**GRADES 5-8 LITERACY INTERVENTION/TITLE 1**

15. Seek out and strive to use current instructional practices that demonstrate knowledge of a student's unique needs.
16. Work with the Director of Curriculum to implement and support the district's literacy framework.
17. Study research-based practices and techniques and share information with colleagues.
18. Help parents understand their role in their child's literacy development.
19. Complete required paperwork and record keeping.
20. Gather and analyze reading assessments results/trends and provide staff in assigned schools with data/in.
21. Conduct/attend literacy team meetings.
22. Act as a resource to staff on literacy concerns and materials.
23. Provide support/modeling for literacy intervention instruction to students in grades 5-8.
24. Keep immediate supervisor and administrators informed of progress on a continued basis.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 2210- The Principal  
4500- Professional Staff Evaluation

ADOPTED: 6/17/09

REVISED: 11/11/11, 2/12/14, 5/25/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**MATH INTERVENTION**

**4130**

**QUALIFICATIONS:**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Must possess appropriate certification for the grade levels taught.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
4. Use appropriate assessment tools and data to implement instructional practices which are consistent with existing district/state standards and benchmarks while following all DPI testing policies and procedures.
5. Meet and instruct assigned classes in the location and the time designated.
6. Establish and maintain a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with District policy.
7. Prepare for assigned classes and give written evidence of preparation as required by the immediate supervisor.
8. Assess the accomplishments of students and provide progress reports as required.
9. Identify and make accommodations for the unique needs of all students; consult and cooperate with District specialists in assessing and helping students meet these needs.
10. Maintain accurate and complete student records of academic progress (ie. grades, IEP, 504, attendance) and students' proficiency of district standards and benchmarks.
11. Communicate with parents regarding pupil progress and/or behavior as needed and at parent/teacher conferences.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

**SCHOOL DISTRICT OF WEST DE PERE 4130 cont'd**  
**MATH INTERVENTION**

13. Attend staff meetings and inservices as required during the contract day.
14. May volunteer to serve on committees and to participate in sponsorship of student activities.
15. Seek out and strive to use current instructional practices that demonstrate knowledge of a student's unique needs.
16. Work with the Director of Curriculum to implement and support the district's math program.
17. Study research-based practices and techniques and share information with colleagues.
18. Work with the principal to coordinate math activities at the building level.
19. Help parents understand their role in their child's math development.
20. Complete required paperwork and record keeping.
21. Administer and monitor assessments to inform instruction.
22. Provide small group math intervention instruction to identified students.
23. Support and assist in the development of math proficiency throughout the building.
24. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
25. Such other duties may be determined by the administrative staff within the parameters of the personnel policies handbook. Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 2210- The Principal  
4500- Professional Staff Evaluation

ADOPTED: 3/19/14, 5/25/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**EDUCATOR EFFECTIVENESS COACH**

**4131**

**QUALIFICATIONS:**

1. Minimum of 5 years of classroom experience.
2. Strong advocate of Educator Effectiveness Model.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Proficiency with technology skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To support the implementation of DPI's Educator Effectiveness process by working with teachers and administrators in developing and assessing Student Learning Objectives and Professional Practice Goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
4. Support educators' identification, understanding, and analysis of data, as well as the identification of target student populations, evidence sources, and appropriately rigorous student learning outcomes.
5. Support educators in the process of completing Educator Effectiveness Plans using the process outlined by the School District of West De Pere and the Development of Public Instruction.
6. Maintain the development of trusting relationships and collaborative conversations between educators and administrators by serving as a sounding board and liaison.
7. Assist with educators' collection of appropriate data and monitoring of progress.
8. Assist educators in determining necessary mid-year instructional and goal adjustments based on collected evidence.
9. Support educators' appropriate and effective use of final evaluation results to inform future goals and professional learning.
10. Provide professional development to include new teacher orientation and inservice presentations.

**SCHOOL DISTRICT OF WEST DE PERE 4131 cont'd**  
**EDUCATOR EFFECTIVENESS COACH**

11. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook. Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: Performance of this job will be formally evaluated at least once every three years by the Director of Curriculum.

ADOPTED: 3/19/14

REVISED: 9/23/15, 9/13/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**GIFTED AND TALENTED BUILDING COORDINATOR**

**4132**

**QUALIFICATIONS:**

1. Minimum of 5 years of classroom experience.
2. Strong advocate of Gifted and Talented education.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To support the implementation of the services outlined in the School District of West De Pere's Gifted and Talented Handbook.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
4. Review/manage assessment data and parent/teacher nominations for identifying students in need of Extended or Targeted GT services.
5. Coordinate any necessary testing of students.
6. Communicate with parents regarding the potential GT needs of their child(ren).
7. Facilitate meetings for the development and review of Differentiated Education Plans for students who qualify.
8. Assist with the coordination of extended and/or targeted learning opportunities for students.
9. Maintain accurate and complete records.
10. Such other duties may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook

**EVALUATION:** Performance of this job will be formally evaluated at least once every three years by the Director of Curriculum.

**ADOPTED:** 6/18/14



**SCHOOL DISTRICT OF WEST DE PERE**  
**PERSONNEL TRAVEL**

**4133**

- I. Purpose  
The district encourages the participation by certificated employees in job related professional activities whose purposes support the improvement of the educational program of the school. While membership in such organizations and participation in their regular activities are the responsibilities of those who elect to engage in them, the Board supports employees' participation in the granting of leave, paying certain expenses, and providing transportation within the limitations of budget provisions.
  
- II. Administrative Authority  
All requests involving leave or expenses require the approval of the building principal in advance. Approval will be made within the framework of this policy, except that the Superintendent reserves the right to make such exceptions as they deem to be appropriate when special events may occur. The Superintendent may direct specified personnel to represent the school district in a variety of activities not specifically outlined in this policy at their discretion, The limitations of this policy do not apply to specified administrative personnel assigned to represent the school district under a variety of circumstances relating to the course of their employment and the performance of their responsibilities.
  
- III. Professional Activities  
The school district limits its support, in the form of leave, expenses, or transportation, for professional participation to those activities which relate directly to the educational program of the school and to personnel representing the district and limits employee participation to area of assignment unless it is to the district's advantage to lift such limitation. Preference will be given to intensive studies and seminars on selected topics as opposed to national conventions. Preference will be given to in-state meeting as opposed to out-of-state meeting on the same subject. Requests for attendance at regional/national conventions may be granted in certain cases, such as when requester is on the program presenting or receiving an award, serves as committee member or officer, or has worth deemed beneficial to the district.

CROSS REFERENCE: 4134 - TRAVEL REIMBURSEMENT

ADOPTED: 11/20/76

REVISED: 6/15/83, 10/19/83, 1/17/86, 9/20/90, 10/15/90, 12/15/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**TRAVEL REIMBURSEMENT**

**4134**

Reimbursement for travel, room, and meals will be submitted via Skyward. All claims will be substantiated by receipt(s) and attached in Skyward. The mode of out-of-state travel will be determined by the district office.

**Meal Reimbursement:**

Staff should exercise the same care in incurring expenses as a prudent person would when traveling for personal reasons.

No other costs will be reimbursed, except those resulting from unusual circumstances. These may be presented to the district office for consideration. Expenses incurred by spouses/guests are to be the responsibility of the employee and not the District. Under no circumstances, will the district reimburse the cost of alcohol or tobacco related products.

**Mileage Reimbursement:**

Mileage reimbursement for district-sanctioned travel will be at the IRS approved rate when a personal vehicle is used. When traveling to a non-district facility, the following expectations must be observed:

- If the starting time of the conference/meeting/workshop and necessary travel time requires staff to depart prior to the start time of their typical school day, staff would commute directly from home to their destination.
- If the starting time of the conference/meeting/workshop and necessary travel time do not require staff to depart until after the start time of their typical school day, staff are expected to report to school on time, and then depart when necessary.
- Out-of -district mileage will be for direct, point-to-point travel. Additional mileage for personal reasons shall not be submitted.
- Actual mileage incurred will be calculated from the point of departure to the point of destination. Examples: If staff depart after the school day has started, it will be from the school facility to the destination. If staff departs prior to the start of the school day, it will be from the staff person's residence to the destination.

**SCHOOL DISTRICT OF WEST DE PERE**  
**TRAVEL REIMBURSEMENT**

**4134 cont'd**

Mileage calculations for intra-district travel shall be reported as follows:

	District Office Phantom Knight	High School	Middle School	Intermediate School	Westwood	Hemlock Creek	Syble Hopp	Our Lady of Lourdes
District Office Phantom Knight	0	0.5	1.6	1.6	1.5	4.8	1.5	1.5
High School	0.5	0	1.5	1.5	1.5	4.0	2.0	1.0
Middle School	1.6	1.5	0	0	0.5	3.0	1.5	1.0
Intermediate School	1.6	1.5	0	0	0.5	3.0	1.5	1.0
Westwood	1.5	1.5	0.5	0.5	0	3.5	1.0	0.5
Hemlock Creek	4.8	4.0	3.0	3.0	3.5	0	3.4	3.9
Syble Hopp	1.5	2.0	1.5	1.5	1.0	3.4	0	1.0
Our Lady of Lourdes	1.4	1.0	1.0	1.0	0.5	3.9	1.0	0

CROSS REFERENCE: 4133 - PERSONNEL TRAVEL

ADOPTED: 12/20/78

REVISED: 9/20/83, 10/15/90, 11/18/99, 2/17/00, 4/19/04, 10/18/07, 7/19/11

REVIEWED: 9/18/12

REVISED: 11/14/12, 12/15/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SOLICITING AND SELLING**

**4137**

Employees shall not use school time or school facilities in connection with any personnel activity for financial profit. Any violation of this provision will be held to be willful insubordination.

In addition, the Board:

1. Prohibits the use of school facilities as a means to advertise or promote the interests of any organization or agency not associated with our schools without the approval of the superintendent, or designee.
2. Prohibits announcements, posters, bulletins and comparable communications which do not relate to school activities or school-oriented events. Exceptions will be made only with the approval of the superintendent, or designee.
3. Prohibits the use of students for distributing non-school materials in the community or for soliciting funds through sales campaigns to finance non-school activities. Any school related fundraising project which involves students and/or the citizens of the district must be approved by the superintendent, or designee.
4. Prohibits any individual or organized group seeking to raise funds for any purpose to solicit students on, in or about the school premises, and prohibits teachers from permitting such campaigns or drives within their classrooms or building unless approved by the superintendent, or designee.

CROSS REFERENCE: 1324- Student Fundraisers

APPROVED: 11/20/72

REVISED: 11/16/89, 8/19/99, 9/18/12, 10/17/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**TAX SHELTERED ANNUITIES**

**4146**

Employees may voluntarily select to be involved in tax shelter annuities as defined by state and federal statute. All such involvement is voluntary and at the individual discretion and/or risk of the employee.

The district will process such deductions providing a proper written authorization is filed in the district office. The district will accommodate involvement through payroll deduction as a service to employees providing such service by the district does not involve any administrative fees, charges, etc. The district also provides this payroll deduction with the understanding that by doing so the district is not liable for any investment or tax consequences of individuals' involvement in such plans.

ADOPTED: 8/8/67

REVISED: 11/20/72, 11/19/80, 10/19/95, 11/16/95

REVIEWED: 12/7/99, 1/16/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**  
**AND BOARD OF EDUCATION**

**4200**

**QUALIFICATIONS:**

1. Associate degree or equivalent including courses in business and English.
2. Two years experience as full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
5. Basic accounting background.
6. High degree of organization, self initiative and accuracy in work performed.
7. Possess and demonstrate office management abilities.
8. Ability to serve as a receptionist.
9. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the Board of Education, administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Prepare and maintain confidential documentation and materials pertaining to district employees by administration and/or Board of Education. (This includes updating personnel records, staff certification/seniority, graduate credits, creating files with necessary forms for new employees).
4. Take action authorized in the absence of the Superintendent and use initiative with sound judgment to see that matters requiring attention are referred to delegated authority or handled in a matter so as to minimize the effect of the employer's absence.
5. Relieve the Superintendent of various administrative details, coordinate and maintain effective office procedures and efficient work flow to include, but not limited to: prepare working draft of monthly Board meeting agendas and administrative team meeting agendas, along with organizing materials submitted as support to agenda.
6. Serve as executive secretary for the Board of Education and attend all regular monthly meetings as required. Record minutes with responsibility for transcription to participants.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**  
**AND BOARD OF EDUCATION**

**4200 cont'd**

Maintain an official Board minute book. Responsible for notifying media of meetings, agendas, etc., and assure that the Board receives all correspondence and information necessary for meetings.

7. Communicate with the public as needed.
8. Sort, read and annotate Superintendent's incoming mail and documents and attach appropriate files to facilitate necessary action and maintain follow-up.
9. Implement policies and procedures set by the employer. Duplicate and distribute new and revised policies as they occur.
10. Schedule appointments and maintain a calendar for the Board and Superintendent.
11. Arrange business itineraries and coordinate Superintendent's travel requirements.
12. Compose correspondence and reports for own or Superintendent's and/or Board member's signature(s). Prepare communications outlined in oral or written directions. Prepare and process various DPI statistical reports to include, but not limited to: September and January Pupil Count, Open Enrollment Verifications (OPAL), Home School Data (HOMER), Staff Personnel, School Verification, Directory Update, School Board, School Calendar Report.
13. Assist in maintenance of the district website.
14. Prepare all forms and news releases necessary in relation to School Board elections and referendums.
15. Prepare for and assist auditors with membership audit.
16. Research and summarize information and supporting data in preparation for meetings, work projects, and reports. Correlate and edit material submitted by others. Organize material which may be presented in draft format.
17. Make arrangements for and coordinate conferences, meetings, and various Board/Staff functions.
18. Coordinate open enrollment process and fulfill reporting requirements.
19. Assist office managers with non-resident inquiries.
20. Select and/or make recommendations for purchase of district office supplies and equipment.
21. Work in collaboration with payroll staff regarding co-curricular staff employment/payroll correspondence.
22. Maintain and coordinate all vacancy notices for certified staff, etc.
23. Prepare and maintain the Personnel Policies Handbook for Professional Teaching Staff.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT**  
**AND BOARD OF EDUCATION**

4200 cont'd

24. Assist administration in preparation and maintenance of administrative compensation and contracts.
25. Assist administration with Board and administrative evaluations.
26. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin Law.
27. Be able to perform emergency duties in the area of fiscal and business operations.
28. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated annually by the Superintendent.

CROSS REFERENCE: Support Staff Personnel Handbook,

ADOPTED: 5/18/89

REVISED: 12/3/92, 8/21/97, 2/15/01, 7/15/02, 8/21/12, 11/13/19



**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF STUDENT SERVICES**

**QUALIFICATIONS:**

1. Associate Degree or equivalent experience including courses in business and English.
2. Two years experience as a full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. proficiency in keyboarding and computer experience(spreadsheet, word processing, databases and presentation applications) and other general secretarial skills.
5. Basic accounting background.
6. High degree of organization, self initiative and accuracy in work performed.
7. Ability to operate on-line computer terminal, calculator, typewriter, copier and other related office equipment.
8. Ability to perform assigned duties with minimum direction.
9. Ability to understand verbal and written instructions, demonstrate strong interpersonal communication skills, and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services

**JOB GOAL:** To provide for the district the services necessary to help the school district function smoothly for the administration, teachers, support staff, students and parents, so as to facilitate the attainment of school district goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Demonstrate the ability to coordinate, manage and implement projects and tasks as assigned by the supervisor.
4. Keep supervisor informed of progress and aware of issues on a continual basis.
5. Assist in managing the day-to-day operations of the Department of Student Services.
6. Prepare and maintain confidential documentation and materials pertaining to district employees as directed by administration.
7. Complete word processing of confidential correspondence, reports, and staff evaluations as directed by the Director of Student Services.

**SCHOOL DISTRICT OF WEST DE PERE      4201 cont'd**  
**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF STUDENT SERVICES**

8. Take action authorized in absence of the Director of Student Services and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.
9. Serve as a receptionist for the Student Services Office.
10. Process, maintain, and disseminate paperwork for special education/504 plans, student behavior/psychological and medical records for the district.
11. Prepare state and federal grants, required reports, and financial claims.
12. Maintain student databases for the Student Services Office.
13. Assist in distributing incoming mail and prepare outgoing mail for the Director and other staff.
14. Responsible for ordering books/supplies for special ed. staff.
15. Make arrangements for specialized transportation.
16. Assist in budget preparation, prepare purchase orders, check in and distribute supplies and maintain budget for various funds.
17. Maintain inventory of all testing materials.
18. Organize and carry out district Child Find activities and screenings.
19. Maintain and supply Special Ed and Section 504 forms needed for the district.
20. Secure, distribute, and maintain records of behavioral and medical records of special education/504 students transferring in and out of the district.
21. Make arrangements for meeting and travel requirements for the Director and student services staff.
22. Coordinate the registration of student services staff for workshops.
23. Maintain a log of new special education and Section 504 referrals, 3 yr. reevaluations, and annual reviews.
24. Print out student lists for special ed. staff (class rosters, monthly IEP and reevaluation lists, etc.) and school counselors (504 plans).
25. Maintain specialized transportation logs for medicaid billing.
26. Collect and verify the accuracy of information needed for DPI Count Dates as it related to special education students.
27. Serve as a point of contact and maintain appropriate documentation for medicaid billing.
28. Maintain records related to special education aide licenses.
29. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
30. Provide back-up assistance for other district office staff.
31. Perform other duties as assigned or as judgment or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE      4201 cont'd**  
**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF STUDENT SERVICES**

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the  
Director of Student Services.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 6/21/01

REVISED: 7/15/02

REVIEWED: 11/9/12

REVISED: 8/17/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**ACCOUNTANT/PURCHASING MANAGER**

**4202**

**JOB SUMMARY**

Monitor and maintain records to ensure completeness and accuracy; bring inconsistencies and problems to the attention of the Business Manager. Assists in the daily maintenance of accounting and preparation of routine financial reports.

**QUALIFICATIONS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Associate degree or equivalent including courses in business or accounting, Accounting degree is preferred.
2. Two to five years of experience as a full time accountant or bookkeeper, WUFAR experience is preferred.
3. Demonstrate confidentiality in regard to sensitive personnel information.
4. Proficiency in keyboarding and computer experience (spreadsheets, word processing, databases and presentation applications) and other general secretarial skills.
5. High degree of organization, self initiative and accuracy in work performed.
6. Possess and demonstrate office management abilities.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO :** School Business Manager

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for various bookkeeping duties, count and receipt of all deposits from schools. Take cash to the bank and scan all checks (shared with Secretary-District Accounts Payable), maintain cash balances, banking and account reconciliation, journal entries, accounts receivable and other reporting.
2. Schedule and make loan payments.
3. Prepare information for financial audits.
4. Responsible for setting up and maintaining security in the financial system.

**SCHOOL DISTRICT OF WEST DE PERE      4202 cont'd**  
**ACCOUNTANT/PURCHASING MANAGER**

5. Project a positive and courteous attitude and image to the staff, students, and community.
6. Possess and demonstrate strong interpersonal communication skills.
7. Oversee the Purchasing Department and Assist in processing purchase orders in a timely manner, follow up with staff and administration regarding questions with requisitions. Fax, email and/or send purchase orders to vendors. Work as liaison between vendor and district when order discrepancies occur. Train new staff in use of the software program. Keep the requisition database up to date with users, approvers, approval flow, etc.
8. Assist in the preparing and maintaining of confidential documentation and materials pertaining to district employees as directed by administration.
9. Complete word processing of confidential correspondence, reports, and staff evaluations as directed by the School Business Manager.
10. Take action authorized in absence of the School Business Manager and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.
11. General word processing including correspondence, schedules, memos, forms and reports.
12. Process various local, state and Federal reports for School Business Manager (Title I, PL.874, Title V, AODA, as well as other projects and grants the district qualifies for during the course of the school term).
13. Communicate with the public in person and by telephone.
14. Serve as administrator of online banking.
15. Process bids for various categories and upon approval order items.
16. Prepare and mail out any correspondence requested by auditors on a timely basis.
17. Maintain records regarding student transportation- public and parochial (school calendars and student lists). Work with the busing contractor when transportation issues occur and follow up with parents as necessary.
18. Compile list of families to be offered parent transportation contracts. Determine the amount to be paid, and prepare contracts for Board approval. Mail contracts to families and follow up as necessary on replies.
19. Maintain a file of legal documents received from families requesting dual transportation. Send out a yearly questionnaire regarding changes to their requests and coordinate transportation with the bus contractor. Work with new requests for dual transportation issues.
20. Transfer money as necessary to accommodate chase needs of the district (payroll and accounts payable). Be familiar with the procedures required by each of the bank and investment facilities to conduct these transfers in an acceptable and timely manner.
21. Prepare correspondence as needed for School Business Manager.
22. Communicate with staff to keep accurate information on buildings, vehicles, property in the open. Update this information on the property and casualty insurance website and provide necessary information to obtain new rates information for the upcoming year. Provide photos as necessary for property in the open.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ACCOUNTANT/PURCHASING MANAGER**

**4202 cont'd**

23. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
24. Be able to perform emergency duties in the areas of fiscal and administrative operations.
25. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: Performance to be evaluated a minimum of once every three years by the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 5/18/89

REVISED: 12/3/92, 8/21/97, 2/15/01, 7/15/02, 12/19/12, 1/27/2020, 3/16/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**HUMAN RESOURCE COORDINATOR**

**4204**

**QUALIFICATIONS:**

1. Bachelor's Degree in Human Resources or equivalent experience.
2. Two years experience in accounting or/bookkeeping/human resources, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (spreadsheet, word processing, and data processing applications) and other general secretarial skills.
5. Understanding of computer accounting software.
6. High degree of organization, self-initiative and accuracy in work performed.
7. Be capable of working under pressure and meeting deadlines.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Manager

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of the school district goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Monitor, prepare and maintain confidential documentation and materials pertaining to district employees as directed by administration.
4. Maintain and verify a complete and systematic set of records of all financial transactions of the district.
5. Monitor, prepare and run all district payroll checks and advice of deposit. (Share with payroll secretary)
6. Maintain Employee Service Portal, employee support, update and maintain forms and approval chains, process timesheets and leaves. (Share with payroll)
7. Record details of district financial transactions in appropriate accounts.
8. Summarize and balance entries in various fund accounts monthly reflecting the financial condition of the district.

**SCHOOL DISTRICT OF WEST DE PERE**  
**HUMAN RESOURCE COORDINATOR**

**4204 cont'd**

9. Trace errors and record adjustments to correct charges or credits posted in correct amounts or accounts.
10. Monitor, receive and compute all payrolls, making deductions for income tax, WRS, health, dental, LTD, life, Flex/Dep Care, child support, garnishments, and maintains payroll records. (Share with payroll secretary)
11. Keep record of staff leaves and absences and keep records of any resulting salary deductions. (Share with payroll secretary)
12. Mail checks to employees when appropriate. (Share with payroll secretary)
13. FMLA-complete forms, answer questions, inform employees of the rules and regulations, days available and chart leaves.
14. Prepare all monthly, quarterly, and annual reports concerning payroll deductions (ie taxes, WRS, health, dental, vision, LTD, life Flex/Dep Care, 403 (b)).
15. Assist administration in preparation and maintenance of teacher total base wage.
16. Prepare individual teacher contracts and addendums for distribution and input into the system as needed: prepare summary and end of year summaries and distribute.
17. Conduct employee onboarding and offboarding.
18. Establish and/or implement procedures to effectively ensure a high level of onboarding and payroll procedures are maintained in accordance to regulations offered and state laws.
19. Acts as a liaison with principals and school staff in the continued enhancement of the human resource department and payroll program: work with employees to enhance awareness of what human resources and payroll offer.
20. Keep records of employee's hours for the Affordable Care Act (ACA), to verify the District stays in compliance to the ACA rules and regulations.
21. Develop and maintain records for retiree insurance premiums and accumulated sick leave benefits.
22. Assist with money transfers if required.
23. Prepare financial reports to the Board of Education as required by administration.
24. Prepare and distribute yearly Flex/Dependant Care and Insurance renewal paperwork and assist employees with insurance concerns (enrollments, changes, terminations).
25. Responsible for preparing year end W-2's, 1095-C's and year end fiscal year-end reports in compliance with the Federal and State law.
26. Assist School Business Manager with preparing and analyzing bids for insurance.
27. Assist auditors with any audits.
28. Prepare and assist with DPI annual, financial, budget, and state level reports. Also prepare other state reports.



**SCHOOL DISTRICT OF WEST DE PERE**  
**HUMAN RESOURCE COORDINATOR**

**4204 cont'd**

29. Prepare state and federal employment/unemployment reports.
30. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
31. Be able to perform emergency duties in the area of administrative and business operations.
32. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 5/18/89

REVISED: 12/3/92, 8/21/97, 2/15/01, 7/15/02, 12/19/12, 12/11/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF CURRICULUM**

4207

**QUALIFICATIONS:**

1. Associate Degree or equivalent experience, including courses in business and English.
2. Two years of experience as a full time executive secretary, or demonstrate competence in the tasks assigned.
3. Basic accounting background.
4. Hold a valid Wisconsin Driver's License.
5. Proficiency in the design and application of spreadsheets, data processing, word processing, presentation applications and other general secretarial skills.
6. High degree of organization, self initiative and accuracy in work performed.
7. Ability to perform assigned duties with minimum direction.
8. Flexibility to work overtime or extended hours as needed.
9. Demonstrate confidentiality in regard to sensitive personnel matters.
10. Ability to understand verbal or written instructions.
11. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To provide office support for the Department of Curriculum and Technology necessary to help the schools function smoothly for the administration, teachers, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Demonstrate the ability to coordinate, manage and implement projects and tasks assigned by a supervisor.
4. Keep supervisor informed of progress and aware of issues on a continual basis.
5. Assist in managing the day-to-day operations of the Department of Curriculum and Technology.
6. Serve as receptionist for the Department of Curriculum and Technology.
7. Prepare and maintain confidential documentation and materials pertaining to district employees directed by administration.
8. Complete word processing of confidential correspondence, reports, and staff evaluations as directed by the Director of Curriculum.
9. Take action authorized in absence of the Director of Curriculum and use initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.

**SCHOOL DISTRICT OF WEST DE PERE     4207 cont'd**  
**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF CURRICULUM**

10. Coordinate and schedule meetings, staff development training, district in-services, etc.
11. Maintain a calendar of department events.
12. Assist in managing expenditures, transfers and running balances for the department's district budgets.
13. Assist with the processing of state, federal clock and discretionary grants by maintaining data, completing reports, submission by due dates, expenditures, transfers and running balances.
14. Assist with the process of ordering, receiving and inventorying institutional resources and materials for teaching staff.
15. Maintain a current inventory of office supplies.
16. Assist in managing the procedures for the Wisconsin Student Assessment System and district Assessment Plan (maintain inventory, order materials, receive, distribute, and ship).
17. Assist with the organization and analysis of district students achievement results by creating charts, graphs, and helping prepare presentations for the purpose of reporting.
18. Maintain all curriculum documents and updates, including maintaining competence in the use of the district electronic curriculum database
19. Assist with the creation of database records on student achievement and teacher profiles.
20. Assist with the completion of annual reports (District Goals, School Performance, DPI, etc.)
21. Attend meetings for the purpose of documenting and dispersing meeting minutes.
22. Assist with room, materials and food preparation for department meetings.
23. Assist with the development and implementation of training opportunities for teaching staff.
24. Maintain a flexible schedule to provide coverage for after-hours events, or on-call situations.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: Performance to be evaluated a minimum of once every three years by the Director of Curriculum.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/24/97

REVISED: 7/15/02, 6/7/09, 12/20/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**EMPLOYEE COMPENSATION**

**4217**

The general policy of the district is to compensate personnel in a consistent and equitable manner. Compensation, work policies and evaluation systems should be as uniform as possible yet respect and reflect the employee's responsibility within the District.

The administration is directed to establish and maintain staff handbooks summarizing personnel policies and compensation parameters for the various employee groups within the District. Specific reporting and supervisory relationships are classified in the job description as developed by administration.

CROSS REFERENCE: Employee Handbooks  
4300- Support Staff  
4115- Drug Free Workplace  
4114- Medical Examination  
4137- Soliciting and Selling

ADOPTED: 12/16/93  
REVIEWED: 10/16/97, 3/4/99  
REVISED: 6/21/01, 10/15/14

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION COORDINATOR**

**4218**

**QUALIFICATIONS:**

1. Bachelor's degree in food management/sciences/culinary arts or related field; OR
2. Bachelor's degree in any field with relevant experience in school nutrition; OR
3. Associate's degree in food management/sciences/culinary arts or related field with relevant experience in school nutrition or related field.
4. Obtain at least 8 hours of food safety training, either not more than 5 years prior to the starting date, or completed within 30 days of the start date.
5. State recognized certification as a school nutrition director preferable.

**REPORTS TO:** Business Manager

**SUPERVISES:** All food service personnel

**JOB GOAL:** The School Nutrition Coordinator is responsible for administering, directing, supervising, and organizing all food service responsibilities, duties, activities, and personnel with the objective of providing each student the opportunity to receive a nutritious meal in an atmosphere of cleanliness, cheerfulness, and personal caring.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Administers and directs a quality school nutrition program.
4. Ensures that all applicable federal, state, and local laws, regulations, and policies are complied with.
5. Develop short and long term goals for the school nutrition program that supports the philosophy and policies of the Board of Education.
6. Encourage optimal participation in the school nutrition program by planning menus and continual assessment of customer preferences, industry trends, and current research and by implementing a customer driven philosophy that focuses on value and satisfaction.
7. Reviews current research/information on health and nutrition related trends, food service management developments, and other issues that may affect school nutrition programs and brings forward recommendations for program enhancements as appropriate.
8. Works closely with Head Cooks for USDA Foods orders.
9. Submits monthly menu to district office for preparation, print and distribution to schools and local media.
10. Directs the operation of the school nutrition program to provide a cost effective program.
11. Implements budgeting and financial management systems to meet the financial goals and objectives for the program.
12. On an ongoing basis, assess program performance to ensure efficient operations that provide high quality customer service, wholesome food production, and simplified workflow.

**SCHOOL DISTRICT OF WEST DE PERE      4218 cont'd**  
**SCHOOL NUTRITION COORDINATOR**

13. Determine equipment needs and specifications consistent with budget and other constraints.
14. Implements an effective purchasing system that complies with local, state, and federal regulations and ensures that purchasing guidelines reflect product knowledge, customer demand, district needs, and nutrition objectives; this includes establishing and/or implementing standards for receiving, storing, and inventorying, food and non-food supplies.
15. Manage a computer system that increases the productivity and efficiency of the school nutrition program operation and ensures that staff is trained to apply computer technology.
16. Manages and supervises the district food service staff.
17. responsible for the selection, orientation, and training of food service staff.
18. Establishes standards for professional growth of food service personnel and implements a program for staff development.
19. Responsible for providing ongoing performance feedback to food service staff as well as providing regular formal performance evaluations.
20. Establish nutritional objectives for the program and ensure the nutritional integrity of the school program by developing procedures that ensure that the food production system provides nutritious food of maximum quality.
21. Ensures that all planned menus are cost effective, consistent with principles of good nutrition and meet all local, state and federal regulations.
22. Establishes and/or implements quality standards for the presentation and service of food and ensures that operational procedures for food production and distribution adhere to district, state, and federal guidelines and regulations.
23. Establishes and/or implements procedures to effectively ensure that high levels of sanitation are maintained in the preparation and service of food, that food and safety regulations are integrated in all phases of the food service operation, and that an effective, economical, and environmentally safe waste management system is in place.
24. Acts as a liaison with the principals and school staff in the continued development and enhancement of the food service program; works with teachers to provide nutrition education in classrooms.
25. Maintain professional competence through staff development activities provided by the District in compliance with Wisconsin law.
26. Perform other duties as directed by the Business Manager or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established per schedule

EVALUATION: Performance to be evaluated annually by the Business Manager

ADOPTED: 12/19/12

REVISED: 11/20/13, 4/11/18, 11/13/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION SPECIALIST**

**4218.01**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to lift 50 lbs.
4. Possess and demonstrate strong interpersonal communication skills, displays a positive and courteous attitude and image to staff, students, and community.
5. Prior management experience in procurement, staff and program development.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing recommended nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with meal preparation, service and clean-up in all schools when staff challenges arise.
2. Professional work in the implementation of the Child Nutrition Programs and initiatives related to these programs. Programs include, but are not limited to: School Breakfast Program, National School Lunch Program, Summer Feeding, Fresh Fruit and Vegetable Program, Direct Diversion, USDA Foods.
3. Provide assistance to SN Coordinator to assure kitchens are in compliance with federal and state rules and regulations. Interpret federal and state rules, regulations, instructions, and guidance.
4. Help ensure planned menus and portion sizes are correctly being served in each location according to grade groupings.
5. Help assure that high levels of sanitation are maintained in all kitchen areas and cafeteria.
6. Conducts on-site observations of district sites and satellite meal sites to determine compliance in all areas of nutrition standards, meal pattern requirements, nutrient analysis, food safety and HACCP, students' unique meal time needs, the healthy school environment, local wellness policy implementation and analysis and other areas as prescribed in federal regulations.
7. Assists in menu planning and standardized recipe development and procurement to ensure that all meals served meet USDA standards and are nutritional and appetizing for students.

**SCHOOL DISTRICT OF WEST DE PERE      4218.01 cont'd**  
**SCHOOL NUTRITION SPECIALIST**

8. Provide assistance to the School Nutrition supervisors. Provides information and training in equipment use and care, food production, nutrition, sanitation, storage, recordkeeping, nutrition education, procurement, and human relations.
9. Assist in entry of all nutritional labels into the nutrient analysis of all food items and Smart Snacks to ensure continual compliance with federal regulations.
10. Participates in the department procurement process by helping to prepare, review, and analyze bid proposals.
11. Ability to operate the POS (Point of Sale).
12. Plan and carry out periodic taste testing in each school to gather student input on items to include on the menu, work with brokers to schedule delivery of samples for each event.
13. Assist in all catering/ school events requiring food from the school nutrition department.
14. Place weekly food/supply orders and help coordinate USDA deliveries; calculate yield of USDA processed foods, monitor Direct Diversion drawdowns and that proper products are forecasted and used in the appropriate time period.
15. Monitor Diversion usage in K-12 Food Service and Processor Link.
16. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to school nutrition programs.
17. Communicate effectively both orally and in writing.
18. Ability to work independently.
19. Meet schedules and time lines as expected.
20. Assess student preferences, industry trends, and current research to help plan menus that encourage participation in the school meals program.
21. Track usage data of menu items; ensure USDA Foods are being used properly.
22. Supervise and enforce the receiving, storage, inventorying, delivery and recordkeeping for all foods and supplies in each location.
23. Meet the annual continuing education/ training education requirements for USDA Professional Standards for School Nutrition employees.
24. Assist with the set up and implementation of the Farm to School program and monitoring practices, assure items are purchased from a reputable farm and that standard operating procedures are followed in processing items.
25. Maintain confidentiality on issues concerning program and staff.
26. Cooperate and collaborate with others.
27. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 211 days a year. Salary as per schedule.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/13/2023



**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION SUPERVISOR 2**

**4218.1**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Servsafe Certification
3. Vocational training in nutrition and other related fields.
4. Considerable knowledge of large quantity cooking and food handling.
5. Considerable knowledge of kitchens and school nutrition department procedures.
6. Ability to establish and maintain effective working relationships with personnel, students and subordinates.
7. Ability to supervise and train school nutrition personnel.
8. Ability to maintain accurate records and write reports.
9. Ability to lift 50 lbs.
10. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Ensure that the appropriate meal components and serving sizes determined by the School Nutrition Coordinator are being served and recorded.
4. Maintain and submit accurate records and inventories.
5. Work closely with the School Nutrition Coordinator in the monthly USDA Foods orders procedure.

**SCHOOL DISTRICT OF WEST DE PERE      4218.1 cont'd**  
**SCHOOL NUTRITION SUPERVISOR 2**

6. Work with the School Nutrition Coordinator in the selection and requisition of equipment and utensils for the school district kitchens.
7. Oversee the receipt of all foods, equipment and other deliveries related to the Food Service program.
8. Submit to the District Office all food and equipment invoices in preparation for payment.
9. Be responsible for the proper storage and handling of food for the program.
10. Make recommendations to the School Nutrition Coordinator concerning economical means of food preparation.
11. Train new school nutrition personnel as required.
12. Make recommendations to the School Nutrition Coordinator for new hires for the school nutrition program.
13. Maintain a sanitary environment throughout the regular inspection of school district kitchen facilities and personnel to safeguard the health of school children.
14. Lead the daily preparation of food for the program to maintain a timely schedule for delivery of food to district students and staff.
15. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 199 days a year.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

ADOPTED: 12/21/00

REVISED: 7/15/02, 11/20/13, 3/12/18, 4/11/18, 1/11/2021, 7/14/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION SUPERVISOR 1**

**4218.2**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Servsafe Certification
3. Vocational training in nutrition and other related fields.
4. Considerable knowledge of large quantity cooking and food handling.
5. Considerable knowledge of kitchens and school nutrition department procedures.
6. Ability to establish and maintain effective working relationships with personnel, students and subordinates.
7. Ability to supervise and train school nutrition personnel.
8. Ability to maintain accurate records and write reports.
9. Ability to lift 50 lbs.
10. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community,
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain and submit accurate records and inventories.
4. Order necessary food from the production kitchen on a daily basis.
5. Be responsible for the proper storage and handling of food for the program.
6. Make recommendations to the School Nutrition Coordinator concerning economical means of food preparation.
7. Train new school nutrition personnel as required.

**SCHOOL DISTRICT OF WEST DE PERE     4218.2 cont'd**  
**SCHOOL NUTRITION SUPERVISOR 1**

8. Make recommendations to the School Nutrition Coordinator for new hires for the School Nutrition program.
9. Maintain a sanitary environment throughout the regular inspection of school district kitchen facilities and personnel to safeguard the health of school children.
10. Lead the daily preparation of food for the program to maintain a timely schedule for delivery of food to district students and staff.
11. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
12. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 199 days a year.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

ADOPTED: 12/21/00

REVISED: 7/15/02, 10/16/13, 2/20/18, 3/22/21, 7/14/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION ASSOCIATE 2**

**4218.3**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Ability to lift 50 lbs.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community,
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Perform duties in the selection, preparation, and serving of quality food as assigned by the School Nutrition Supervisor.
4. Being certain that prepared meals are compliant with the appropriate standardized recipe.
5. Promote ideas on how to cook in a more efficient manner to the School Nutrition Supervisor/School Nutrition Coordinator.
6. Being certain that all equipment and the area are thoroughly clean at the end of each working day, week, and school year.
7. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
8. Perform other duties as assigned or as judgement or necessity dictates.

**TERMS OF EMPLOYMENT:**

1. Hours may vary as program and menus dictate and as designated by the School Nutrition Supervisor with approval of the School Nutrition Coordinator.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION ASSOCIATE 2**

**4218.3 cont'd**

2. Such time as necessary, and scheduled by the School Nutrition Supervisor, shall be assigned to prepare kitchens and serving areas for use before the school year begins and to properly store the materials and close the kitchens after the school year ends.
3. In general, the school calendar shall define the work year.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator and School Nutrition Supervisor.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 12/9/69

REVISED: 6/15/83, 2/17/94, 1/15/98, 6/21/01, 7/15/02, 11/20/13, 3/12/18, 4/11/18, 7/24/18, 3/22/21, 7/14/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- SCHOOL NUTRITION ASSISTANT**

**4218.4**

**QUALIFICATIONS:**

1. High School diploma or equivalent experience including courses in business and English.
2. Proficiency in keyboarding and computer experience (spreadsheet, word processing, and data processing applications) and other general secretarial skills.
3. Demonstrate knowledge of basic procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of the school district goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills and help promote a positive work environment within the School Nutrition office and kitchens.
3. Maintain current School Nutrition sub list.
4. Perform kitchen duties as assigned.
5. Follow all DPI (Department of Public Instruction) and HACCP (Hazard Analysis Critical Control Point) regulations.
6. Responsible for the School Nutrition software program. Receipt and balance monies, prepare and process information for daily operation of the lunch, breakfast, and milk programs, run necessary reports, access the automated phone notification and email systems.
7. Setup and maintain student and staff accounts into the School Nutrition software program as they enter the District.
8. Complete and submit monthly and yearly reports to DPI.
9. Enter and maintain personal address and contact information for district families from all buildings.

**SCHOOL DISTRICT OF WEST DE PERE      4218.4 cont'd**  
**FOOD SERVICE SECRETARY**

10. Perform extra collection procedures of negative balance, which includes extra notices through students, mailings, or personal phone calls.
11. Update and prepare annual food service information and forms for all district families. In early August mail current application forms to those families who were approved for free/reduced lunch the previous school term. Receive, review and approve or deny all free/reduced lunch applications that come into the district. Follow-up with parents to obtain necessary information and/or notify of lunch statuses. Use DPI and Federal set procedures to verify a required number of applications each year.
12. Maintain free/reduced status in PowerSchool for district wide free/reduced population.
13. Maintain email database for district wide School Nutrition accounts.
14. Update meal status and notify families of changes through the Direct Certification Program.
15. Facilitate customer service and maintenance of account balances.
16. Completes all tasks in a timely manner and at a high level of quality.
17. Anticipates the needs and expectations of the work of the office, initiates actions to address anticipated needs, and consistently exceeds expectations.
18. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
19. Be able to assist district office personnel as necessary.
20. Maintain a la carte student permission database for the Intermediate, Middle School and High School.
21. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months.

EVALUATION: Performance to be evaluated a minimum of once every three years by the School Nutrition Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 10/15/14

REVISED: 4/11/18, 9/25/2023



**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION ASSOCIATE 1**

**4218.5**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to lift 50 lbs.
4. Possess and demonstrate strong interpersonal communication skills and projects a positive and courteous attitude and image to the staff, students, and community.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing recommended nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Fill and maintain School Nutrition vending machines at Middle and High School.
4. Scan lunch and milk program cards at elementary schools.
5. Work with the School Nutrition Coordinator as needed.
6. Work with the School Nutrition Secretary as needed.
7. Make lunch and morning milk cards for all elementary schools.
8. Being certain that all equipment and the area are thoroughly clean at the end of each working day, week, and school year.
9. Being certain that no food is served without receiving proper payment or authorization.
10. Mail free and reduced information to families with students in the district.
11. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
12. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:** 180 days a year. Salary as per schedule.

**EVALUATION:** Performance of this job will be evaluated a minimum of once every three years.  
by the School Nutrition Coordinator

**CROSS REFERENCE:** Support Staff Personnel Handbook

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUMMER FOOD SERVICE WORKER**

**4218.6**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Ability to lift 50 lbs.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Food Service Nutrition Coordinator, Summer Food Service Program Head Cook

**JOB GOAL:** To support children in our community by providing the nutrition to stay healthy and fed during the summer months.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Perform duties in the selection, preparation, and serving of food as assigned by the School Nutrition Program Head Cook.
4. Be certain that all equipment and the area are thoroughly cleaned at the end of each working day, week, and School Nutrition Program year.
5. Be certain to check temperatures, invoices, and quality and/or condition of deliveries.
6. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
7. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:**

1. Hours may vary as program and menus dictate and as designated by the School Nutrition Program Head Cook and approved by the Food Service Coordinator.
2. Such time as necessary, and scheduled by the School Nutrition Program Head Cook, shall be assigned to prepare kitchens and serving areas prior to the School Nutrition Program start, and to properly store the materials and close the kitchens after the School Nutrition Program ends.
3. In general, the summer menu shall define the work year.
4. Follow the summer menu. Salary as per schedule (See Food Service Personnel: Cooks & Servers).

**EVALUATION:** Performance of Food Service personnel shall be evaluated a minimum of once every three years by the School Nutrition Program Head Cook and the Food Service Nutrition Coordinator.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 7/15/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUMMER FOOD SERVICE PROGRAM HEAD COOK**

**4218.7**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Considerable knowledge of large quantity cooking and food handling.
3. Considerable knowledge of kitchen and food service department procedures.
4. Ability to establish and maintain an effective working relationship with personnel, students, and subordinates.
5. Ability to lift 50lbs.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Food Service Nutrition Coordinator

**JOB GOAL:** To support children in our community by providing nutrition necessary to stay healthy and fed during the summer months.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Coordinate and supervise planning, preparation, and serving food throughout the Summer Food Service Program.
4. Maintain standardized recipes of all menu items prepared for the Summer Food Service Program.
5. Maintain and monitor the nutritional integrity of the Summer Food Service Program through the production of meals that meet current nutritional standards and meal pattern requirements.
6. Work with the Food Service Nutrition Coordinator in the selection of equipment and food for the Summer Food Service Program.
7. Oversee the receipt of all foods, equipment, and other deliveries related to the Summer Food Service Program.
8. Submit to the district office all food and equipment invoices in preparation for payment.
9. Be responsible for all proper storage and handling of food for the program.
10. Make recommendations to the Food Service Nutrition Coordinator concerning food preparation.
11. Train new food service personnel as required.
12. Maintain a sanitary environment throughout the regular inspection of school district kitchen facilities and personnel to safeguard the health of those participating in the Summer Food Service Program.
13. Assist when necessary in the actual preparation, serving, and clean up to maintain a timely schedule.

**SCHOOL DISTRICT OF WEST DE PERE      4218.7 cont'd**  
**SUMMER FOOD SERVICE PROGRAM HEAD COOK**

14. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
15. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:**

1. Hours may vary as program and menus dictate and as designated by the Food Service Nutrition Coordinator,
2. In general, the summer menu shall define the work year.
3. Follow the summer menu. Salary as per schedule.

**EVALUATION:** Performance of Food Service personnel will be evaluated a minimum of once every three years by the Food Service Nutrition Coordinator.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 7/15/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NUTRITION DELIVERY DRIVER**

**4218.8**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to operate a utility van, bus, and food truck.
4. Possess a valid Driver's License.
5. Possess and demonstrate strong interpersonal communication skills and projects a positive and courteous attitude and image to the staff, students, and community.
6. Ability and skills needed to work as part of an educational team.
7. Ability to lift 50 lbs.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. ServSafe Certification (Can obtain after hired)
10. Considerable knowledge of large quantity cooking and food handling.
11. Considerable knowledge of kitchens and food service department procedures.

**REPORTS TO:** School Nutrition Coordinator

**JOB GOAL:** To support the educational program by providing recommended nutrition necessary for students to stay healthy and remain alert in the classroom and to provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Perform duties in the pick-up, loading, and distributing of meals from production kitchens to satellite schools.
4. Assist schools in the planning of transportation of food.
5. Schedule maintenance on utility vehicles.
6. Follow traffic regulations when delivering food.
7. Work with the School Nutrition Coordinator as needed.
8. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
9. Serve hot and cold food and properly stock the hot and cold food lines.
10. Additional Responsibilities include cleaning and dishwashing.
11. Prepping fruit and other menu items for lunch.
12. May assist in delivery of mail as needed.
13. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:** 180 days a year. Salary as per schedule.

**EVALUATION:** Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 10/15/14

**REVISED:** 3/12/18, 4/11/18, 7/24/18, 3/22/2021, 7/14/2021, 2/13/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**MAINTENANCE STAFF**

**4219**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal and Maintenance Manager/ Director of Grounds. Maintenance personnel are immediately responsible to the Principal of the building to which they are assigned and are under the general supervision of the Maintenance Manager/Director of Grounds.

**JOB GOAL:** To provide services necessary to maintain buildings and grounds and help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Identify and initiate the repair, maintenance and/or remodeling of buildings, furniture, and equipment. Perform those jobs necessary to keep the school buildings and grounds safe, clean, sanitary, and presentable in appearance.
4. Perform other such jobs as are generally expected of maintenance staff and such other tasks assigned by the Building Principal and/or Maintenance Manager/Director of Grounds.
5. Complete all tasks in a timely manner and with a high level of quality.
6. Assist other building maintenance staff as necessary.
7. Carry on such activities as required or ordered to create the best possible conditions for the education of the children.
8. Maintain professional competence through staff development provided by the District and in compliance with Wisconsin law.

**TERMS OF EMPLOYMENT:** 12 months. Compensation and other working conditions will be delineated in the employee handbook.

**EVALUATION:** Performance to be evaluated a minimum of once every three years by the Principal and/or Building Grounds Maintenance Coordinator

**ADOPTED:**12/9/69

**REVISED:** 6/15/83, 2/17/94, 10/18/01, 6/17/02, 7/15/02, 1/11/21, 11/16/2022, 11/15/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**FACILITIES MAINTENANCE STAFF**

**4219.1**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
3. Possess necessary mechanical skills to operate and maintain the equipment needed to set up athletic facilities and for custodial cleanup of activity facilities.
4. Possess and maintain physical conditioning required for routine maintenance operations which include lifting and pushing in excess of one hundred pounds and working in possibly extreme outdoor weather conditions.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Primarily reports to the Maintenance Manager/Director of Grounds, Director of Student Activities/High School Associate Principal, but also responsible for direction from the Middle School Associate Principal/Activities Director.

**JOB GOAL:** To provide services necessary to maintain grounds pertaining to West De Pere activities, setup and maintenance of the Commons, Auditorium, and Field House for West De Pere activities, so as to facilitate the safe, efficient attainment of activity goals for the students of the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Acquire and possess knowledge of the setup, maintenance, and specifications for all athletic field/gymnasium programs.
4. Report and repair any non-major and preventative maintenance of buildings, furniture, and housekeeping equipment in order to keep the school buildings and grounds safe, clean, sanitary, and presentable in appearance.
5. Complete all tasks in a timely manner.
6. Assist other housekeepers and building custodians when appropriate.
7. Coordinate time off with the district activity calendar so as to maximize the effectiveness of this position in conjunction with the activities of the district.
8. Maintain "flex" hours which will be coordinated through the Director of Student Activities' office and which will be dependent on the activity schedules within the district. These "flex" hours will include weekends and evenings on regular occasions.
9. Maintain professional competence through staff development provided by the District and in compliance with Wisconsin law.
10. Perform other duties as assigned or as judgment or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE**  
**FACILITIES MAINTENANCE STAFF**

**4219.1 cont'd**

TERMS OF EMPLOYMENT: 12 months. Compensation and other working conditions will be delineated in the employee handbook.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Student Activities/ High School Associate Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED:3/21/05

REVISED: 6/18/14, 7/30/14

REVIEWED: 1/11/2021

REVISED: 11/15/2023



**SCHOOL DISTRICT OF WEST DE PERE**  
**MAIL TRANSPORTER**

**4219.8**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to operate a utility van, bus, and food truck.
4. Possess a valid Driver's License.
5. Possess and demonstrate strong interpersonal communication skills and projects a positive and courteous attitude and image to the staff, students, and community.
6. Ability and skills needed to work as part of an educational team.
7. Ability to lift 50 lbs.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Maintenance Manager

**JOB GOAL:** To support the educational program by providing the services necessary to help the district function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Perform duties in the pick-up loading, and distributing of mail and packages to and from all district locations including as off-site programs.
4. Follow traffic regulations when delivering mail and packages.
5. Work with the Maintenance Manager as needed.
6. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
7. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:** 180 days a year. Salary as per schedule.

**EVALUATION:** Performance of this job will be evaluated a minimum of once every three years by the Maintenance Manager.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 9/11/18

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO ELEMENTARY SCHOOL PRINCIPAL**

**4220**

**QUALIFICATIONS:**

1. Associate degree or equivalent including courses in business and English.
2. Two years experience as full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
5. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
6. High degree of organization, self initiative and accuracy in work performed.
7. Possess and demonstrate office management abilities.
8. Ability to serve as a receptionist.
9. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Serve as office manager for the building and oversees the office staff.
4. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
5. Complete confidential correspondence, reports, and staff evaluations as directed by the Principal and Associate Principal.
6. Take action authorized in the absence of the Principal and use judgement to see that matters requiring attention are referred to delegated authority or handled in a matter so as to minimize the effect of the employer's absence.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO ELEMENTARY SCHOOL PRINCIPAL**

**4220 cont'd**

7. Serve as technology liaison between school and the technology department, including attendance at district training regarding software applications and providing building support to teachers, regarding software use.
8. Answer the phone and relay messages to students and staff.
9. Change phone system voicemail messages as needed to stay current.
10. Monitor use of the communication panel and make announcements when necessary.
11. Prepare a monthly absenteeism report which is given to the Principal and District Office.
12. Assist with contacting parent/guardian of ill/absent students.
13. Assist in corresponding with parents/guardians in regard to student attendance.
14. Administer needed first aid in case of an accident or illness. Notify Principal and/or parents when the problem is serious. Complete and file accident reports appropriately.
15. Assist with the responsibility for all student medications that must be taken during the school day as per Board policy. Maintain mandatory parental and physician consent forms. Communicate with parent/guardian when questions arise or refill of medication is needed. (or assign office designee)
16. Receive and assist visitors when they enter the elementary office.
17. Serve as registration agent for new students, maintain up-to-date class lists and be responsible for all transfers of incoming and outgoing student cumulative records. Inform bus company of new and transferred students through the school year. Send a master list (Demographic information) of all students at the beginning of the school year to the bus company for scheduling.
18. Maintain a close record of new and transfer students during the school year (for records and third Friday count).
19. Coordinate office supplies and equipment:
  - a. Select and/or make recommendations.
  - b. Obtain prices and issue requisitions for all office supplies each school year. (Regular supplies plus requests from each grade level).
  - c. Maintain and update office inventory.
  - d. Use online requisition software to place orders.
20. Distribute student activity expenditure sheets to staff.
21. Assist PTO (distribute mailings, handle money until pick up, mailings, announcements, etc.)
22. Coordinate all mail functions for the building.
23. Maintain office equipment and notify the principal when equipment needs repair.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO ELEMENTARY SCHOOL PRINCIPAL**

**4220 cont'd**

24. Maintain a building use calendar by month for all after school activities throughout the school year. Keep a master calendar of all building activities throughout the school year.
25. Distribute and record school keys to staff, coaches, activity groups, during the school year.
26. Assist and prepare monthly communications for staff and parents.
27. Assist and prepare a newsletter for the beginning of the new school year that is mailed out to all elementary parents.
28. Prepare updated Staff Handbook, Parent/Student Handbook and Support Staff Handbook at the beginning of each new school year.
29. Complete end of year reports for yearly record keeping for school and auditing purposes. (attendance, demographic information, etc.)
30. Assist in preparing DPI Performance Report at the end of the year.
31. Prepare State report at end of year for District Office.
32. Assist with coordination of substitutes for teaching staff and support staff, coordinating with the sub caller. (due to illness, curriculum writing, workshops, personal days, etc.) (or assign office designee)
33. Assist during scheduled parent/teacher conferences and open house.
34. Maintain a petty cash fund and forward the end of your records to the District Office.
35. Coordinate fire drills on a monthly basis and file report.
36. Assist with web page updates.
37. Assist with 4K program as needed.
38. Support building goals and behavioral expectations.
39. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
40. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook, 3453 Petty Cash Accounts

ADOPTED: 6/14/89

REVISED: 5/20/99, 2/15/01, 8/14/02, 10/18/07, 1/16/13, 8/23/16, 4/12/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO INTERMEDIATE SCHOOL PRINCIPAL**

**4220.5**

**QUALIFICATIONS:**

1. Associate degree or equivalent including courses in business and English.
2. Two years experience as full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
5. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
6. High degree of organization, self initiative and accuracy in work performed.
7. Possess and demonstrate office management abilities.
8. Ability to serve as a receptionist.
9. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Serve as office manager for the building and oversees the office staff.
4. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
5. Complete confidential correspondence, reports, and staff evaluations as directed by the Principal.
6. Take action authorized in the absence of the Principal and use judgement to see that matters requiring attention are referred to delegated authority or handled in a matter so as to minimize the effect of the employer's absence.
7. Serve as technology liaison between school and the technology department, including attendance at district training regarding software applications and providing building support to teachers, regarding software use.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO INTERMEDIATE SCHOOL PRINCIPAL**

**4220.5 cont'd**

8. Manage Intermediate School office in a professional efficient manner, coordinate routine duties and assignments for aides.
9. Assist the Administration in the operation of the Intermediate School, relieve the Principal of routine various administrative duties.
10. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and supervisor to discuss situations or problems.
11. Responsible for all Intermediate School reports to be sent to the District office.
12. Perform secretarial tasks as assigned by the building Principal, including, but not limited to processing all correspondence, memos, forms, reports, evaluations, etc.
13. Assist the Principal in community communications in a variety of modes, including processing the weekly school event newsletter for staff and the monthly school newsletter for parents.
14. Prepare and maintain (changes in) the Teacher, Parent & Student Handbook (s)
15. Maintain all student records and data including confidential records, cumulative records, academic records, enrollment records, demographic data required for district/state reports.
16. Maintain all staff records and data including confidential records, cumulative records, evaluation records, attendance records, or any data required for district/state reports.
17. Assist the Principal in the development of the building master schedule.
18. Process students and staff schedules, including working with Team Leader (s) to update all student schedules.
19. Maintain school/staff/student schedules, reports, etc. with district approved software programs.
20. Assist the Principal in maintaining a “master” school year calendar for all activities.
21. Assist the Principal in the development, ordering, purchasing and inventory of the building’s office supply budget.
22. Maintain an up-to-date office inventory.
23. Maintain student “Book Fees and Lab Fees” list, assign and maintain record of lockers for students.
24. Maintain/record all Intermediate School sale monies, including monies from vending machines, petty cash fund, student activities accounts, etc.
25. Order buses for all field trips- keep record of who pays (Intermediate School and/or grade level) - make out student activities slips for payments and maintain record for budget.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO INTERMEDIATE SCHOOL PRINCIPAL**

**4220.5 cont'd**

26. Process academic student progress (every grading term), including the processing, collating, and distribution to teachers, report cards, honor roll, department and academic composite reports.
27. Assist the Principal with the organization of Intermediate School “ Orientation Night” and “ Open House” evening.
28. Assist in the administration/dispensing of medication as prescribed by a physician to students and be able to deal with general first aid needs of students, in lieu of a school nurse.
29. Answer phones and relay messages to students or to staff.
30. Receive and assist visitors in the school.
31. Distribute and record all school keys to staff, administrators, and athletic coaches during the year.
32. Assist in the responsibility for all outgoing mail- postage and deliver to post office daily, maintain postage meter and any bulk mailings.
33. Responsible for procuring substitute teachers as assigned, and maintaining a substitute teacher list.
34. Arrange business itineraries, appointments and maintain a calendar for the Principal.
35. Compose correspondence and reports for own or Principal's signature. Prepare communications outlined by the Principal.
36. Research and summarize information and supporting data in preparation for meetings, projects, and reports.
37. Serve as secretary for various meetings as per principal’s request. Record minutes with responsibility for distribution to participants.
38. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
39. Organize materials for teachers in regard to formalized student testing.
40. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook, 3453 Petty Cash Accounts

ADOPTED: 9/21/2020

REVISED: 4/12/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO MIDDLE SCHOOL PRINCIPAL**

**4221**

**QUALIFICATIONS:**

1. Associate degree or equivalent including courses in business and English.
2. Two years experience as full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
5. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
6. High degree of organization, self initiative and accuracy in work performed.
7. Possess and demonstrate office management abilities.
8. Ability to serve as a receptionist.
9. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Serve as office manager for the building and oversees the office staff.
4. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
5. Complete confidential correspondence, reports, and staff evaluations as directed by the Principal.
6. Take action authorized in the absence of the Principal and use judgement to see that matters requiring attention are referred to delegated authority or handled in a matter so as to minimize the effect of the employer's absence.
7. Serve as technology liaison between school and the technology department, including attendance at district training regarding software applications and providing building support to teachers, regarding software use.



**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO MIDDLE SCHOOL PRINCIPAL**

**4221 cont'd**

8. Manage the Middle School office in a professional efficient manner, coordinate routine duties and assignments to aides.
9. Assist the Administration in the operation of the Middle School, relieve the Principal of various routine administrative details.
10. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and supervisor to discuss situations or problems.
11. Responsible for all Middle School reports to be sent to the District office.
12. Perform secretarial tasks as assigned by the building Principal, including, but not limited to processing all correspondence, memos, forms, reports, evaluations, etc.
13. Assist the Principal in community communications in a variety of modes, including processing the weekly school event newsletter for staff and the monthly school newsletter for parents.
14. Prepare and maintain (changes in) the Teacher, Parent & Student Handbook (s).
15. Maintain all student records and data including confidential records, cumulative records, academic records, enrollment records, demographic data required for district/state reports.
16. Maintain all staff records, and data including confidential records, cumulative records, evaluation records, attendance records, or any data required for district/state reports.
17. Assist the Principal in the development of the building master schedule.
18. Process student and staff schedules, including working with Team Leader (s) to update all students schedules.
19. Maintain school/staff/student schedules, reports, etc. with district approved software programs.
20. Assist the Principal in maintaining a “master” school year calendar for all activities.
21. Assist the Principal in the development, ordering, purchasing and inventory of the building’s office supply budget.
22. Maintain an up-to-date office inventory.
23. Maintain student “Book Fees and Lab Fees” list, assign and maintain record of lockers to students.
24. Maintain/record all middle school sales monies, including the monies from vending machines, petty cash fund, student activities accounts, etc.
25. Order buses for all field trips- keep record of who pays (middle school and/or grade level) -make out student activities slips for payments and maintain reports for budget.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO MIDDLE SCHOOL PRINCIPAL**

**4221 cont'd**

26. Process academic, student progress (every grading term), including the processing, collating, and distribution to teachers, report cards, honor roll, department and academic composite reports.
27. Coordinate 8th grade graduation with the 8th grade team. Responsible for the ordering of diplomas, letters to parents/Board members, and administration, flowers, pop, and D.J. for dance, obtaining savings bonds for students and the processing of programs.
28. Assist the Principal with the organization of middle school "Orientation Night and "Open House" evening.
29. Assist in the administration/ dispensing of medication as prescribed by a physician to students and be able to deal with general first aid needs of students, in lieu of a school nurse.
30. Answer the phones and relay messages to students or to staff.
31. Receive and assist visitors in the school.
32. Distribute and record all school keys to staff, administrators, and athletic coaches during the year.
33. Assist in the responsibility for all outgoing mail- postage and deliver to post office daily, maintain postage meter and any bulk mailings.
34. Responsible for procuring substitute teachers as assigned, and maintaining a substitute teacher list.
35. Arrange business itineraries, appointments and maintain a calendar for the Principal.
36. Compose correspondence and reports for own or Principal's signature. Prepare communications outlined by the Principal.
37. Research and summarize information and supporting data in preparation for meetings, projects, and reports.
38. Serve as secretary for various meetings as per Principal's request. Record minutes with responsibility for distribution to participants.
39. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
40. Organize materials for teachers in regard to formalized student testing.
41. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by Principal.

CROSS REFERENCE: Support Staff Personnel Handbook, 3453 Petty Cash Accounts

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO MIDDLE SCHOOL PRINCIPAL**

4221 cont'd

ADOPTED: 7/19/89

REVISED: 1/15/98

REVIEWED: 4/1/99

REVISED: 2/15/01, 6/17/02, 8/14/02

REVIEWED: 1/16/13

REVISED: 4/12/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO HIGH SCHOOL PRINCIPAL**

4222

**QUALIFICATIONS:**

1. Associate degree or equivalent including courses in business and English.
2. Two years experience as full time executive secretary, or demonstrate competence in the tasks assigned.
3. Demonstrate confidentiality in regard to sensitive personnel matters.
4. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
5. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
6. High degree of organization, self initiative and accuracy in work performed.
7. Possess and demonstrate office management abilities.
8. Ability to serve as a receptionist.
9. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Serve as office manager for the building and oversees the office staff.
4. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
5. Complete word processing of confidential correspondence, reports, and staff evaluations as directed by the Principal and Associate Principal.
6. Take action authorized in the absence of the Principal and use initiate judgement to see that matters requiring attention are referred to delegated authority or handled in a matter so as to minimize the effect of the employer's absence.
7. Relieve the Principal of various administrative details by coordinating and maintaining effective office procedures.
8. Responsible for confidential records and correspondence for both students and staff.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO HIGH SCHOOL PRINCIPAL**

4222 cont'd

9. Communicate with the public in person, by telephone, e-mail, and written correspondence.
10. Answer telephone calls and relay messages.
11. Maintain the high school budget and assist in the preparation of the high school annual budget and reconcile the high school budget on a monthly basis.
12. Prepare a monthly calendar of events for the staff.
13. Assist in typing work permits for students and processing the work permit monthly report.
14. Build student master schedule and assist with scheduling conflicts.
15. Facilitate the introduction of PowerSchool Teachers for all new teachers in the district.
16. Maintain petty cash and forward records to the District Office.
17. Keep an accurate record of high school staff absences.
18. Keep an accurate record of student activity expenditure forms and students activity forms.
19. Assist in typing announcements when needed.
20. Collect book fees and class fees and sent to the District Office. Send out letters each trimester notifying them of any unpaid school fees.
21. Perform tasks associated with school mail and inter-school communications. Sort, read, and annotate Principal's incoming mail and documents. Attach appropriate file to facilitate necessary action and maintain follow-up.
22. Schedule appointments and maintain a calendar for the Principal.
23. Serve as secretary for the Facility Council and general Faculty meetings. Record minutes with responsibility for distribution to participants.
24. Responsible for notifying parents/guardians of high school activities. This includes parent/teacher conferences and coordinate/direct/graduation.
25. Facilitate graduation preparations. This includes ordering diplomas, cap & gowns, and announcements. Organizing the graduation ceremony which includes ordering all decorations, set-up, graduation practice and sending newsletters to all senior parents.
26. Compose correspondence and reports for Principal's signature. Prepare communications outlined by the Principal in oral or written direction. This includes DPI reports and Teacher Handbook.
27. Select and/or make recommendations for purchase of high school office supplies and equipment. Maintain and distribute classroom supplies to instructional staff.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**  
**TO HIGH SCHOOL PRINCIPAL**

4222 cont'd

28. Research and summarize information and supporting data in preparation for meetings, work projects, and reports. Correlate and edit material submitted by others. Organize material which may be presented to the Principal in draft format.
29. Schedule and prepare staff and faculty evaluations for Principal and Associate Principal.
30. Contact and obtain substitute teachers for teaching staff (due to curriculum writing, workshops, personal days, etc.), greet teacher substitutes and distribute keys and schedules, contact teachers to sub for on-period absences or illnesses, keep attendance on all high school staff.
31. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
32. Be able to perform emergency duties in the areas of fiscal and business operations. This includes vending machines, lunch monies, activity passes, student activity accounts, building key inventory , and postage meter.
33. Verify contents of packages for purchase order upon delivery and route to the correct department. File claims for missing or broken items.
34. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the High School Principal.

CROSS REFERENCE: Support Staff Personnel Handbook, 3453 Petty Cash Accounts

ADOPTED: 7/19/89

REVISED: 5/20/99, 2/15/01, 8/14/02, 11/18/09,1/15/14, 8/21/18, 4/12/2021

**SECRETARY/RECEPTIONIST- HIGH SCHOOL ASSOCIATE PRINCIPAL**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, databases, and presentation applications) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. Basic accounting background.
5. High degree of organization, self initiative and accuracy in work performed.
6. Possess and demonstrate office management abilities.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** High School Associate Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents, so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Receive and assist visitors and telephone callers and refer them to the appropriate person as circumstances warrant.
4. Relieve the Associate Principal of various administrative details by coordinating and maintaining effective office procedures.
5. Responsible for confidential records and correspondence for both students and staff.
6. Communicate with public
7. Record and keep attendance of all students.
8. Complete all attendance related reports as required.
9. Prepare and file all correspondence dealing with discipline.
10. Complete annual disciplinary summaries and reports.
11. Process and record all bus transportation for the High School.
12. Compose correspondence and reports for Associate Principal signature. Prepare communications outlined by the Associate Principal with oral or written directions.
13. Monitor building security camera system.
14. Update building marquee sign daily if needed.
15. Assist the summer school administrator with summer school attendance.

**SCHOOL DISTRICT OF WEST DE PERE      4233 cont'd**  
**SECRETARY/RECEPTIONIST- HIGH SCHOOL ASSOCIATE PRINCIPAL**

16. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
17. Other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the High School Principal and High School Associate Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/19/89

REVISED: 5/20/99, 2/15/01, 7/15/02, 6/20/05, 8/16/05

REVIEWED: 1/16/13



**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- DISTRICT ACCOUNTS PAYABLE**

4227

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business, bookkeeping, and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases).
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Accountant/Purchasing Manager

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. On a weekly basis, process district checks for vendor invoices, staff reimbursements, staff travel vouchers, game officials, etc. This involves entering all data into the district accounting software program, printing out a check register, printing checks, mailing checks to vendors, or sending checks to schools for various staff.
4. Responsible for student activities accounts. This includes receipting of all monies, preparation of checks, monthly balances of accounts and bank reconciliations. Prepare all reports necessary for proper accounting procedures and assist auditors with any audit questions regarding these procedures.
5. Every week, count and receipt all deposits from the schools. Take cash to the bank and scan all checks. (Share with Accountant/Purchasing Manager)

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- DISTRICT ACCOUNTS PAYABLE**

**4227 cont'd**

6. Share purchase order responsibilities which includes printing out purchase orders after administration approval. Purchase orders are then mailed, faxed, scanned or entered online to order supplies, etc.
7. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
  
8. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Accountant/Purchasing Manager in conjunction with the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02, 12/19/12, 12/11/19, 3/16/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- DISTRICT PERSONNEL/PAYROLL**

**4228**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business, bookkeeping, and English.
2. Payroll Experience.
3. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases).
4. Demonstrate confidentiality in regard to sensitive personnel matters.
5. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
6. Understanding computer accounting software.
7. Be capable of working under pressure and meeting deadlines.
8. High degree of organization, self initiative and accuracy in work performed.
9. Possess and demonstrate office management abilities.
10. Ability to serve as a receptionist.
11. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** HR Coordinator

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Prepare and maintain confidential documentation and materials pertaining to district employees as directed by administration.
4. Assist with preparation of payroll processing, including but not limited to:
  - a. Receive and compute all payrolls, making deductions for income tax, retirement, insurance and maintain payroll records. (share with HR Coordinator)
  - b. Entry of hours, coding for labor/WRS, rates of employees and alphabetizing of all time sheets.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- DISTRICT PERSONNEL/PAYROLL**

**4228 cont'd**

- c. Keep record, code and alphabetize staff leaves and absence slips and keep records of any resulting salary deductions.
  - d. Mail checks to employees when appropriate.
  - e. File active employee files and retiree files.
  - f. FMLA- complete forms, answer questions, inform employees of days available and chart subs. (share with HR Coordinator)
  - g. Keep insurance records for health, dental, life, LTD with regard to enrollments, terminations and disabilities. (share with HR Coordinator)
  - h. Assist employees with insurance concerns. (share with HR Coordinator)
  - i. Enroll eligible employees in WRS systems (ETF).
  - j. Report new and re-hires to state.
  - k. All aspects of the Flex plan re-enrollment and set-up.(share with HR Coordinator)
  - l. Maintain employee service portal, support, process timesheets and leave slips. (share with HR Coordinator)
  - m. Maintain pre-employment records.
5. Act as back-up to reception position for usual receptionist including but limited to:
    - a. Receive and assist visitors and telephone callers and refer them to the appropriate persons as circumstances warrant.
  6. Maintain immunization information regarding Hepatitis B & A (food service) including gathering information from new staff, scheduling clinics and advising participants of dates and places of clinics.
  7. Be able to prepare mail for UMS pick-up, including the processing of mail from all the buildings, tracking of mail being sent as necessary and preparation of pick-up slips. (backup for Secretary Receptionist)
  8. Complete all tasks in a timely manner and at a high level of quality
  9. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
  10. Be able to assist district office personnel when necessary.
  11. Perform other duties as assigned or judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the HR Coordinator in conjunction with the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02, 12/19/12, 12/11/19, 3/16/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- DISTRICT OFFICE RECEPTION/PUBLIC RELATIONS**

4229

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business, bookkeeping, and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases).
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** HR Coordinator

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Receive and assist visitors and telephone callers and refer them to the appropriate person as circumstances warrant,
4. Develop the district newsletters and other district-wide informational mailings under the direction of the Superintendent.
5. Assist in maintenance of the district website.
6. Assist in making arrangements for and coordinating various Board/Staff functions.
7. Manage district school census issues.
8. Process and maintain inventory records.
9. Keep record of money handled through stamps and other instances which may arise.
10. Process out-going mail for the district.

**SCHOOL DISTRICT OF WEST DE PERE** **4229 cont'd**  
**SECRETARY- DISTRICT OFFICE RECEPTION/PUBLIC RELATIONS**

11. Process and maintain employment background checks for the district.
12. Process and maintain substitute aide and teacher applications for employment and substitute teacher lists.
13. Maintain an employee database.
14. Process and maintain staff emergency forms.
15. Develop and distribute staff directory
16. Distribute Student Assurance information and main list of subscribers.
17. Maintain student accident reports.
18. Process retirement DPI certificates and purchase retirement gifts.
19. Completes all tasks in a timely manner and at a high level of quality.
20. Maintains professional competence through staff development activities provided by the District and in compliance with Wisconsin law,
21. Be able to assist district office personnel as necessary.
22. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the HR Coordinator in conjunction with the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02, 12/19/12, 12/11/19, 3/16/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-ELEMENTARY SCHOOL**

**4230**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students, and parents as so to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
4. Take action authorized in the absence of the Principal and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner as to minimize the effort of the employer's absence.
5. Answer phone and relay messages to students and staff
6. Change phone system voicemail messages as needed to stay current.
7. Make announcements when necessary.
8. Record attendance on the computer on a daily basis.
9. Assist with contacting people/guardians of ill/absent students.
10. Assist in coordinating with parents/guardians in regard to student attendance.
11. To administer needed first aid in case of an accident or illness. Notify the principal and/or parents when the problem is serious. Complete and file accident reports appropriately.
12. Assume responsibility for all students medications that must be taken during the school day as per Board policy. Maintain mandatory parental and physician consent forms. Communicate with parent/guardian when questions arise or refill medication required as needed.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-ELEMENTARY SCHOOL**

**4230 cont'd**

13. Keep record of students that have paid or not paid their school fee and send out a letter at the end of each trimester to parents that have not paid their school fee. A list is then given to the Principal and District Office.
14. Receive and assist visitors in the school.
15. Serve as a registration agent for new students, maintain up-to-date class lists and be responsible for all transfers of incoming and outgoing students cumulative records. Inform bus company of new and transferred students throughout the school year. Send a master list (demographic information) of all students at the beginning of the new school year to the bus company for scheduling.
16. Maintain close record with all new and transfer students during the school year (for records and third Friday count).
17. Coordinate office supplies and equipment.
  - a. Select and/or make recommendations.
  - b. Obtain prices and issue requisitions for all office supplies each school year.
  - c. Maintain and update office inventory.
18. Assist PTO (distribute mailings, handle money until pickup, mailings, announcements, etc.)
19. Coordinate all mail functions for the building.
20. Maintain office equipment and notify the Principal when equipment needs repair.
21. Distribute and record school keys to staff, coaches, activity groups during the school year.
22. Assist with preparation of monthly communications for staff and parents.
23. Assist with preparation of a newsletter for the beginning of the new school year that is mailed out to all elementary parents.
24. Prepare updated Staff Handbook, Parent/Student Handbook and Support Handbook at the beginning of each new school year.
25. Complete end of year reports for yearly record keeping for school and auditing purposes.
26. Prepare DPI Performance Report at the end of year.
27. Prepare State report at end of year for District Office.
28. Contact and obtain substitutes for teaching staff and support staff in conjunction with the sub software and administrative assistant.
29. Prepare reports.correspondence for staff as assigned by the Principal.
30. Assist during scheduled parent/teacher conferences and open house.
31. Maintain petty cash fund and forward end of year records to the District Office.
32. Coordinate fire drills on a monthly basis and file reports.
33. Assist with web page updates.
34. Assist with 4K program as needed.
35. Support building goals and behavioral expectations.
36. Maintain professional competence through staff development provided by the District and in compliance with Wisconsin law.
37. Perform other duties as assigned or judgment or necessity dictates.



**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-ELEMENTARY SCHOOL**

**4230 cont'd**

TERMS OF EMPLOYMENT: Employment may be either 11 or 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02, 1/16/13, 12/13/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-INTERMEDIATE SCHOOL**

**4230.5**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentation applications), and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by the building administration.
4. Take action authorized in the absence of the Principal and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.
5. Prepare correspondence for the principal and maintain a file of the same.
6. Answer phone and relay messages to students or to staff. (voicemail when possible)
7. Change phone system voicemail messages as needed to stay current.
8. Sort and distribute daily, incoming mail and documents to all staff mailboxes.
9. Monitor use of the communication panel and make announcements when q.
10. Prepare a monthly absenteeism report which is given to the Principal and District Office.
11. Record attendance on the computer on a daily basis.
12. Assist with contracting parents/guardians of ill/absent students.
13. Assist in corresponding with parents/guardians in regard to student attendance.
14. Administer needed first aid in case of an accident or illness. Notify the principal and/or parents when the problem is serious. Complete and file accident reports appropriately.

**SCHOOL DISTRICT OF WEST DE PERE      4230.5 cont'd**  
**SECRETARY-INTERMEDIATE SCHOOL**

15. Assume responsibility for all students medications that must be taken during the school day as per Board policy. Maintain mandatory parental and physician consent forms. Communicate with parent/guardian when questions arise or refill medication as needed.
16. Reserve buses for all field trips, give staff confirmation notice and file field trip requests with the Principal.
17. Collect book fees and send them to the District Office. Write out, or print from the computer, a receipt that is sent home with the student.
18. Keep record of students that have not paid their school fees and send out a letter at the end of each trimester to parents that have not paid their school fee. A list is then given to the Principal and District Office.
19. Collect hot lunch counts from each classroom aide and order hot lunch for students and staff. Call count for the day and next day to the kitchen.
20. Receive and assist visitors in the school.
21. Serve as registration agent for new students, maintain up-to-date class lists and be responsible for all transfers of incoming and outgoing student cumulative records. Inform bus company of new and transferred students throughout the school year. Send a master list (demographic information) of all students at the beginning of the new school year to the bus company for scheduling.
22. Maintain close record on computer of all new and transfer students during the school year (for record and third Friday count).
23. Coordinate office supplies and equipment.
  - a. Select and/or make recommendations.
  - b. Obtain prices and issue requisitions for all office supplies each school year. (regular supplies plus requests from each grade level)
  - c. Maintain and update office inventory.
24. Responsible for filing and keeping update catalogs for staff for ordering supplies and textbooks.
25. Distribute student activity expenditure sheets to staff.
26. Assist PTO (distribute mailings, handle money until pick up, mailings, announcements, etc.)
27. Maintain office equipment and notify principal when equipment needs repair.
28. Maintain a building use calendar by month for all after school activities throughout the school year. Keep a master calendar of all building activities throughout the school year.
29. Distribute and record school keys to staff, coaches, activity groups during the school year.
30. Assist and prepare monthly newsletters and calendars for staff and parents.
31. Assist and prepare a newsletter for the beginning of the new school year that is mailed out to all parents.
32. Prepare updated Staff Handbook, Parent/Student Handbook and Support Staff Handbook at the beginning of each new school year.
33. Complete end of year reports for yearly record keeping for school and auditing purposes. (attendance, demographic information, etc.)

**SCHOOL DISTRICT OF WEST DE PERE      4230.5 cont'd**  
**SECRETARY-INTERMEDIATE SCHOOL**

34. Prepare DPI Performance Report at the end of the year.
35. Prepare State report at end of year for District Office.
36. Assist with coordination of substitutes for teaching staff and support staff. (due to illness, curriculum writing, workshops, personal days, etc.)
37. Prepare reports/correspondence for staff as assigned by the Principal.
38. Assist during scheduled parent/teacher conferences and open house.
39. Maintain petty cash fund and forward end of year records to the District Office.
40. Coordinate fire drills on a monthly basis and file reports.
41. Assist with web page updates.
42. Support building goals and PBIS (Positive Behavior Intervention Support) expectations.
43. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
44. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 10 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 9/21/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-MIDDLE SCHOOL**

**4231**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, presentations applications), and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Prepare and maintain confidential documentation and materials pertaining to building level employees as directed by building administration.
4. Take action authorized in the absence of the Principal and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.
5. Prepare correspondence for the principal and maintain a file of the same.
6. Answer phone and relay messages to students or to staff. (voicemail when possible)
7. Change phone system voicemail messages as needed to stay current.
8. Sort and distribute daily, incoming mail and documents to all staff mailboxes.
9. Monitor use of the communication panel and make announcements when necessary.
10. Prepare a monthly absenteeism report which is given to the Principal and District Office.
11. Record attendance on the computer on a daily basis.
12. Assist with contacting parents/guardians of ill/absent students.
13. Assist in corresponding with parents/guardians in regard to student attendance.
14. Administer needed first aid in case of an accident or illness. Notify the principal and/or parents when the problem is serious. Complete and file accident reports appropriately.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-MIDDLE SCHOOL**

**4231 cont'd**

15. Assume responsibility for all student medications that must be taken during the school day as per parent/guardian when questions arise or refill of medication is needed.
16. Reserve buses for all field trips, give staff confirmation notice and file field trip requests with the Principal.
17. Collect book fees and send them to the District Office. Write out, or print from the computer, a receipt that is sent home with the student.
18. Keep record of students that have paid or not paid their school fee and send out a letter at the end of each trimester to parents that have not paid their school fee. A list is then given to the Principal and District Office.
19. Collect hot lunch counts from each classroom aide and order hot lunch for students and staff. Call count for day of and next day to the kitchen.
20. Receive and assist visitors in the school.
21. Serve as registration agent for new students, maintain up-to-date class lists and be responsible for all transfers of incoming and outgoing students cumulative records. Inform bus company of new and transferred students throughout the school year. Send a master list (Demographic information) of all students at the beginning of the new school year to the bus company for scheduling.
22. Maintain close records on the computer of all new and transfer students during the school year (for records and third Friday count).
23. Coordinate office supplies and equipment:
  - a. Select and/or make recommendations.
  - b. Obtain prices and issue requisitions for all office supplies each school year. (Regular supplies plus requests from each grade level.)
  - c. Maintain and update office inventory.
24. Responsible for filing and keeping updated catalogs for staff for ordering supplies and textbooks.
25. Distribute student activity expenditure sheets to staff.
26. Assist PTO (distribute mailings, handle money until pick up, mailings, announcements, etc.)
27. Maintain office equipment and notify principal when equipment needs repair.
28. Maintain a building use calendar by month for all after school activities throughout the school year. Keep a master calendar of all building activities throughout the school year.
29. Distribute and record school keys to staf, coaches, activity groups during the school year.
30. Assist and prepare monthly newsletters and calendars for staff and parents.
31. Assist and prepare a newsletter for the beginning of the new school year that is mailed out to all parents.
32. Prepare updated Staff Handbook, Parent/Student Handbook and Support Staff Handbook at the beginning of each new school year.
33. Complete end of year reports for yearly record keeping for school and auditing purposes.(attendance, demographic information, etc.)
34. Prepare DPI Performance Report at the end of the year.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY-MIDDLE SCHOOL**

**4231 cont'd**

35. Prepare State report at end of year for District Office.
36. Assist with coordination of substitutes for teaching staff and support staff. (due to illness, curriculum writing, workshops, personal days, etc.)
37. Prepare reports/correspondence for staff as assigned by the Principal.
38. Assist during scheduled parent/teacher conferences and open house.
39. Maintain petty cash fund and forward end of year records to the District Office.
40. Coordinate fire drills on a monthly basis and file reports.
41. Assist with web page updates.
42. Support building goals and PBIS (Positive Behavior Intervention Support) expectations.
43. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
44. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 8/20/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- STUDENT ACTIVITIES**

**4232**

**QUALIFICATIONS:**

1. High school diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, databases, and presentation applications) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. Basic accounting background.
5. High degree of organization, self initiative and accuracy in work performed.
6. Possess and demonstrate office management abilities.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student Activities

**JOB GOAL:** To provide the services necessary to help co-curricular activities and the district function smoothly for the administration, teachers, support staff, students, parents, and community so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Relieve the Director of Student Activities of various administrative details by coordinating and maintaining effective office procedures.
4. Responsible for confidential records and correspondence for both students and staff.
5. Communicate with the public in person, by telephone, e-mail, and written correspondence.
6. Prepare and maintain a file of correspondence to schools, individuals, and to officials regarding co-curricular activities.
7. Prepare reports, contracts, budgets, and expenses for all co-curricular activities.
8. Obtain and arrange payment for all game workers and officials district wide.
9. Maintain a master calendar, to include scheduling of all co-curricular events.
10. Process and record all bus transportation for co-curricular activities.
11. Compose correspondence and reports for the Director of Student Activities' signature. Prepare communications outlined by the Director of Student Activities with oral or written directions.
12. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
13. Perform all other duties as assigned or judgment or necessity dictates.



**SCHOOL DISTRICT OF WEST DE PERE      4232 cont'd**  
**SECRETARY- STUDENT ACTIVITIES**

TERMS OF EMPLOYMENT: 12 months. Salary as established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Student Activities.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 11/15/90

REVISED: 1/15/98, 11/19/98, 2/15/01, 7/15/02, 9/15/03

**SECRETARY/RECEPTIONIST- HIGH SCHOOL ASSOCIATE PRINCIPAL**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, databases, and presentation applications) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. Basic accounting background.
5. High degree of organization, self initiative and accuracy in work performed.
6. Possess and demonstrate office management abilities.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** High School Associate Principal

**JOB GOAL:** To provide for the school the services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents, so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Receive and assist visitors and telephone callers and refer them to the appropriate person as circumstances warrant.
4. Relieve the Associate Principal of various administrative details by coordinating and maintaining effective office procedures.
5. Responsible for confidential records and correspondence for both students and staff.
6. Communicate with public
7. Record and keep attendance of all students.
8. Complete all attendance related reports as required.
9. Prepare and file all correspondence dealing with discipline.
10. Complete annual disciplinary summaries and reports.
11. Process and record all bus transportation for the High School.
12. Compose correspondence and reports for Associate Principal signature. Prepare communications outlined by the Associate Principal with oral or written directions.
13. Monitor building security camera system.
14. Update building marquee sign daily if needed.
15. Assist the summer school administrator with summer school attendance.

**SCHOOL DISTRICT OF WEST DE PERE      4233 cont'd**  
**SECRETARY/RECEPTIONIST- HIGH SCHOOL ASSOCIATE PRINCIPAL**

16. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
17. Other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the High School Principal and High School Associate Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/19/89

REVISED: 5/20/99, 2/15/01, 7/15/02, 6/20/05, 8/16/05

REVIEWED: 1/16/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- SUMMER SCHOOL**

4234

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Proficiency in typing, word processing, telephone and general secretarial skills.
3. Working knowledge of basic office procedures and equipment.
4. Demonstrated attributes in working with children, staff and parents.
5. High degree of accuracy, independent working skills, and acceptance of responsibility.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Elementary Associate Principal

**JOB GOAL:** To assist the elementary associate principal in developing and operating the district summer school program and provide services necessary to help the school(s) function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Publish the summer school handbook.
4. Gather student registration information.
5. Develop and organize student lists.
6. Coordinate distribution of teacher informational items.
7. Compile a teacher roster, certification, timesheets, and payroll items.
8. Confirm student enrollment.
9. Collect and record student fees.
10. Maintain teacher supply accounts.
11. Prepare reports as needed.
12. Provide for community notices as needed.
13. Provide for community notices as needed.
14. Assist before, during, and after the conclusion of the summer program.
15. Assist the elementary associate principal as needed.
16. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.

**TERMS OF EMPLOYMENT:** 140-150 hours, with schedule coordinated with administration.  
Salary established per schedule.

**EVALUATION:** Performance of this job will be evaluated a minimum of once every three years by the Elementary Associate Principal.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 10/17/96

**REVIEWED:**4/1/99

**ADOPTED:**6/21/01, 7/15/02, 1/16/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- HIGH SCHOOL/LIBRARY MEDIA CENTER**

**4235**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management skills.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Ability and skills needed to work as part of an educational team.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** High School Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist and support Curriculum, Technology, and Library Services office as directed.
4. Assist in making arrangements for and coordinating various high school functions.
5. Assist in collecting student and staff information for newsletters, webpage, Cable TV Channel and local media.
6. Prepare and be responsible for daily school announcements.
7. Maintain a general order and decorum within the Library Media Center.
8. Assist with the day-to-day operations of the media center.
9. Facilitate and support the operations of the Library Media Center.
10. Assist students and staff in the use of the Library Media Center.
11. Provide assistance to the Information/Technology Resource staff person when requested.
12. Assist student assistants in the teacher work room as necessary.
13. Provide secretarial support for administration and teaching staff as required (typing/copying, etc.)
14. Complete all tasks in a timely manner and at a high level of quality.
15. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgment or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY- HIGH SCHOOL/LIBRARY MEDIA CENTER**

**4235**

TERMS OF EMPLOYMENT: 12 months. Hours established as per administrative guidelines.  
Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the High School Principal or Designee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 8/14/02

REVISED: 8/16/05, 1/9/06, 7/19/11, 9/20/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**SECRETARY - PHANTOM KNIGHT SCHOOL OF OPPORTUNITY**

4236

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Hold a valid Wisconsin driver's license.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Ability and skills needed to work as part of an educational team.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist in taking action authorized in the absence of the Advisors or school administration and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize effect or employer's absence.
4. Assist in the operation of the Phantom Knight School in a professional efficient manner.
5. Assist in relieving the building administration or advisors of various routine administrative details.
6. Assist the Administration or Advisors in maintaining a safe and secure building atmosphere for all staff and students.
7. Assist in the responsibility for all Phantom Knight School reports to be sent to the District Office.
8. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situation or problems.
9. Perform secretarial tasks as assigned by building administration, including the processing of correspondence, memos, forms, reports, evaluations, etc.

**SCHOOL DISTRICT OF WEST DE PERE 4236 cont'd**  
**SECRETARY - PHANTOM KNIGHT SCHOOL OF OPPORTUNITY**

10. Assist in community communications including the processing of the monthly newsletter to parents: compile information from staff, process, duplicate and distribute to students. (Monthly calendar with lunch menu, athletic events, trips, concerts, in-services, etc.), assisting the Board of Directors with meeting minutes and mailings.
11. Maintain all student records and data, including the processing of computer/file, student schedules, attendance and discipline records, maintain changes of demographic information and student schedule files during the year.
12. Assist in maintaining school/staff/student data with district approved software programs.
13. Assist in the processing of Academic Student Progress (three times per year), including the attendance and credit accumulation reports.
14. Process confidential letters, schedules, reports and forms, etc. For the Advisors, and/or administration.
15. Assist in maintaining the Phantom Knight school year calendar for all activities.
16. Responsible for the dispensing of medication as prescribed by physicians to students and being able to deal with general first aid needs of students, in lieu of a school nurse.
17. Answer phone and relay messages to students or staff. (voicemail when possible).
18. Receive and assist visitors in the school.
19. Assist in the organization of the Phantom Knight School "Welcome Back Picnic", Community Presentations, Senior Presentation Night and Special Dinner events.
20. Assist in the Graduation process.
21. Assist with all outgoing mail- postage and deliver to post office daily and the processing of all incoming mail, intra-district mail, etc., and assist in maintaining the postage meter and bulk mailings.
22. Assist in procuring substitute teachers as assigned.
23. Ability to navigate and publish social media platforms.
24. Assist in transporting students.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: Part-time (11 months). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Administrator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 3/20/12

REVISED: 8/21/18, 10/19/2022



**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE- DISTRICT OFFICE**

4237

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business, bookkeeping, and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases).
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Accountant/Purchasing Manager

**JOB GOAL:** To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Process purchase orders in a timely manner, follow up with staff and administration regarding questions with requisitions. Fax, email and/or send purchase orders to vendors. Work as liaison between vendor and district when order discrepancies occur.
4. Act as back-up for counting and receipting deposits from the schools to both the general fund and student activity accounts. Take cash to the back and scan all checks.
5. Act as back-up for accounts payable positions. In the absence of the accounts payable clerk this would include confirming receipt of materials, the coding of invoices, entry of payments into the accounting system, printing, and distribution of checks for general fund and student activities, filing of paid bills and getting mail and distributing to correct mailboxes.
6. Keep a current file for alternate transportation records including keeping applications, vehicle inspections and insurance information up to date. Conduct DMV checks for all

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE- DISTRICT OFFICE**

**4237 cont'd**

parents, coaches and staff who apply to use alternate transportation. Notify all applicants of expiration dates, as well as procedures to remain up-to-date. Maintain a google document that is shared with administrators that allows them to view the status of any individuals on this alternate transportation list.

7. Assist with processing district checks for vendor invoices, staff reimbursements, staff travel vouchers, game officials, etc. This involves entering all data into the district accounting software program, printing out a check register, printing checks, mailing checks to vendors, or sending checks to schools for various staff.
8. Assist with the processing of district checks and pay invoices with corresponding purchase orders for Board meetings. This includes entering dates into the district accounting software program, printing out a check register, printing checks, and mailing checks to vendors after Board approval.
9. Prepare, create and/or copy posters (large format documents) for staff throughout the district as requested and approved by administration.
10. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
11. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Accountant/Purchasing Manager in conjunction with the School Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 3/11/19, 3/16/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**DATA SYSTEMS INTEGRATION SPECIALIST**

**4240**

**QUALIFICATIONS:**

1. Minimum of a two-year Associate's Degree focusing on microcomputers, databases, or business.
2. Possess and demonstrate office management abilities.
3. Flexibility to work extended hours as needed.
4. High degree of proficiency, accuracy and organizational ability for data management.
5. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To provide technology support in database software management which includes training and supporting district staff in the day to day use of the district student information system software. Maintain the district's database of student information and assessment data and provide back-up support and services to curriculum/technology department staff to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting.
4. Demonstrate the ability to coordinate, manage and implement projects and tasks as assigned by the supervisor in a self-directed manner.
5. Assist district staff in troubleshooting and providing support for software issues on an as needed basis.
6. Manage and coordinate district data including the Student Information System (SIS) and other district, state, and federal databases.

**SCHOOL DISTRICT OF WEST DE PERE      4240 cont'd**  
**DATA SYSTEMS INTEGRATION SPECIALIST**

7. Manage Coursework Completion System/Roster.
8. Maintain proficiency and provide support with Student Information System (SIS), including online registration, to verify that the district is collecting the required data needed by the state.
9. Complete all tasks in a timely manner and at a high level of quality.
10. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
11. Manage communication with the DPI regarding the district's student information system.
12. Troubleshoot and provide technical support to parents/guardians for the parent portal, registration forms and mobile application.
13. Design reports for office staff and administration on an as needed basis.
14. Keep the Director of Curriculum updated on a regular basis and alerted to any situations which may affect IT operations.
15. Assist in managing the district's badging system.
16. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Curriculum.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 6/17/09

REVISED: 12/20/11, 3/20/12, 2/2019, 6/27/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE- SUMMER SCHOOL/4K**

**4241**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Associate Principal/Summer School/4K Director

**JOB GOAL:** To provide support to the Associate Principal in developing and operating the district summer school program, student registration to support the 4K program with the attendance area, and provide services necessary to help the school(s) function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting.
4. Assist in the operation of the office in a professional, efficient manner.
5. Assist in managing the summer school handbook, offerings, enrollment, fees, staffing and registration.
6. Assist with maintaining department/staff/student data with district approved software programs.
7. Assist in the responsibility for department reports and record keeping.
8. Assist in preparing all correspondence, memos, forms, reports, etc. for administration and community.
9. Assist with general office duties, including 4K program and elementary needs.
10. Assist with the processing of mail, intra-district mail, etc.
11. Complete all tasks in a timely manner and at a high level of quality.
12. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
13. Perform other duties as assigned or as judgment or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE      4241 cont'd**  
**CLERICAL AIDE- SUMMER SCHOOL/4K**

TERMS OF EMPLOYMENT: 12 months. Hours established as per administrative guidelines.  
Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the  
Associate Principal/Summer School/4K Director.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 10/17/96

REVIEWED: 4/1/99

REVISED: 6/21/01, 7/15/02, 1/16/13, 12/18/17, 7/20/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE- ELEMENTARY SCHOOL OFFICE**

**4242**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide secretarial support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist in taking action authorized in the absence of the Principal and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of employer's absence.
4. Assist in the operation of the elementary school office in a professional efficient manner.
5. Assist the Administration in maintaining a safe and secure building atmosphere for all staff and students.
6. Assist in the responsibility for all Elementary School reports.
7. Assist in the responsibility for "End of Year" reports for yearly record keeping for school and auditors.
8. Maintain confidentiality of all information concerning students, staff or parents/guardians in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
9. Attends staff meetings and in-services are required during the contracted day/school year.
10. Assist in preparing correspondence, memos, forms, reports, evaluations, etc. for building administration.
11. Assist the PTO.
12. Assist with computer/file records of all student attendance during the school year.

**SCHOOL DISTRICT OF WEST DE PERE      4242 cont'd**  
**CLERICAL AIDE- ELEMENTARY SCHOOL OFFICE**

13. Assist with computer/file records of all student discipline during the school year.
14. Contact parents/guardians of ill/absent students on a daily basis.
15. Responsible for the issuing of admittance slips to students.
16. Assist in the student enrollment process.
17. Dispense medication as prescribed by physician to students in lieu of a school nurse.
18. Administer general first aid needs of students.
19. Answer phone and relay messages to students and staff.
20. Receive and assist visitors in the school.
21. Assist in the organization of Elementary School "Open House Night".
22. Assist staff in the operating procedures of the school.
23. Assist in the maintaining of the voicemail system.
24. Assist with the processing of all outgoing mail.
25. Process all incoming mail, intra-district mail, etc.
26. Support building goals and behavioral expectations.
27. Reserve buses for all field trips, give staff confirmation notice and file field trip requests with the Principal.
28. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
29. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATIONS: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02, 9/18/06, 1/16/13, 8/23/16



**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE - INTERMEDIATE SCHOOL OFFICE**

4242.5

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide secretarial support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community
2. Possess and demonstrates strong interpersonal communication skills.
3. Assist in taking action authorized in the absence of the Principal and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize effect of employer's absence.
4. Assist in the operation of the middle school office in a professional efficient manner.
5. Assist in relieving the building administration of various routine administrative details.
6. Assist the Administration in maintaining a safe and secure building atmosphere for all staff and students.
7. Assist in the responsibility for all Intermediate School reports to be sent to the District Office.
8. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situation or problems.
9. Perform secretarial tasks as assigned by building administration, including the processing of correspondence, memos, forms, reports, evaluations, etc.
10. Assist in community communications including the processing of the monthly newsletter to parents: compile information from staff, process, duplicate and distribute to students. (Monthly calendar with lunch menu, athletic events, trips, concerts, in-services, etc.), assisting P.A.C.T. and the Parent Network (distribute mailings, handle money until pick-up, announcements, etc.), process weekly school event newsletter for staff.
11. Maintain all student records and data, including the processing on computer/file, student schedules, attendance and discipline records, maintain changes of demographic information and student schedule files during the year.
12. Assist in maintaining school/staff/student data with district approved software programs.
13. Assist in the processing of Academic Student Progress (every grading term), including the honor roll, attendance and grade composite reports.
14. Assist the K-8 Athletic Director in the maintenance of the Intermediate School athletic schedule on the Intermediate School "master gym" calendar.
15. Process confidential letters, schedules, reports and forms, etc. for the K-8 Athletic Director.
16. Process confidential letters, schedules, reports and forms, etc. for the Guidance Counselor.
17. Assist in maintaining the Intermediate School "Master" school year calendar for all activities.
18. Responsible for the dispensing of medication as prescribed by physician to students and be able to deal with general first aid needs of students, in lieu of a school nurse.
19. Assist in assigning and maintaining record of lockers to students.

**SCHOOL DISTRICT OF WEST DE PERE** **4242.5 cont'd**  
**CLERICAL AIDE - INTERMEDIATE SCHOOL OFFICE**

20. Answer phone and relay messages to students or to staff. (voice mail when possible).
21. Receive and assist visitors in the school.
22. Assist in the organization of the Intermediate School "Orientation Night".
23. Assist with all outgoing mail - postage and deliver to post office daily and the processing of all incoming mail, intra-district mail, etc., and assist in maintaining the postage meter and bulk mailings.
24. Assist in procuring of substitute teachers as assigned.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal. CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 9/21/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE-MIDDLE SCHOOL OFFICE**

**4243**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide secretarial support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist in taking action authorized in the absence of the Principal and use initiative judgement to see that matters requiring attention are referred to delegated authority or handled in a manner as to minimize the effect of employer's absence.
4. Assist in the operation of the Middle School office in a professional efficient manner.
5. Assist in relieving the building administration of various routine administrative details.
6. Assist the Administration in maintaining a safe and secure building atmosphere for all staff and students.
7. Assist in the responsibility for all Middle School reports to be sent to the District Office.

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE-MIDDLE SCHOOL OFFICE**

**4243 cont'd**

8. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situation or problems.
9. Perform secretarial tasks as assigned by building administration, including the processing of correspondence, memos, forms, reports, evaluations, etc,
10. Assist in community communications including the processing of the monthly newsletter to parents: compile information from staff, process, duplicate and distribute to students. (Monthly calendar with lunch menu, athletic events, trips, concerts, in-services, etc.) assisting P.A.C.T. and the Parent Network (distribute mailings, handle money until pick-up, announcements, etc.), process weekly school event newsletter for staff.
11. Maintain all student records and data, including the processing of computer/file, student schedules, attendance and discipline records, maintain changes of demographic information and student schedule files during the year.
12. Assist in maintaining school/staff/student data with district approved software programs.
13. Assist in the processing of Academic Student Progress (every grading term), including the honor roll, attendance, and grade composite reports.
14. Assist in the maintenance of the 5-8 athletic schedules on the district's online calendar.
15. Process confidential letters, schedules, reports and forms, etc. for the 5-8 athletic programs.
16. Process confidential letters, schedules, reports and forms, etc. for the Guidance Counselor.
17. Assist in maintaining the Middle School "Master" school year calendar for all activities.
18. Responsible for the dispensing of medication as prescribed by a physician to students and being able to deal with general first aid needs of students, in lieu of a school nurse.
19. Assist in assigning and maintaining records of lockers to students.
20. Answer phone and relay messages to students or to staff. (voicemail when possible).
21. Receive and assist visitors in the school.
22. Assist in organization of the Middle School "Orientation Night".
23. Assist in the 8th Grade Graduation process.
24. Assist in procuring substitute teachers as assigned.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Perform other duties as assigned or as judgement or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE**  
**CLERICAL AIDE-MIDDLE SCHOOL OFFICE**

**4243 cont'd**

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/15/01

REVISED: 7/15/02

REVIEWED: 1/16/13

REVISED: 8/18/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUPERVISORY/CLERICAL AIDE-MIDDLE SCHOOL**

**4244**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, databases, and presentation applications) and other general secretarial skills.
3. Working knowledge of basic educational classroom operations.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self-initiative and accuracy in work performed.
6. Possess and demonstrate office management abilities.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Ability and skills needed to work as part of an educational team.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide supervisory and clerical support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist in the operation of the school as assigned by building administration or designee.
4. Perform clerical tasks as assigned by building administration or designee.
5. Maintain confidentiality of all student, staff, and parent/guardian information.
6. Assist in processing all correspondence, memos, forms, reports, etc., for the various grade levels as assigned by the building administration or designee.
7. Responsible for run-off, duplication, collating, etc., for all building staff.
8. Assist in community communications-including the processing of the monthly newsletter to parents: compile information from staff, process, duplicate and distribute to students (monthly calendars with lunch menu, athletic events, trips, concerts, in-services, etc.) as assigned by the building administration or designee.
9. Process all student info to staff-including correspondence with parent/guardians, student schedules and grades, etc., as assigned by the building administration or designee.
10. Process confidential letters, schedules, reports and forms, etc. for the various grades/teachers.
11. Process attendance and grade composite reports to various grade levels.

**SCHOOL DISTRICT OF WEST DE PERE     4244 cont'd**  
**SUPERVISORY/CLERICAL AIDE-MIDDLE SCHOOL**

12. Supervision as assigned by building administration or designee to include supervision prior/after school in student areas, hallways, playground/commons, and classrooms.
13. Assist in dealing with general first aid needs of students.
14. Perform health aide duties as assigned by building administration or designee.
15. Assist in the welcoming of visitors in the school.
16. Assist in the clerical preparation of special event nights.
17. Assist in the set up for collection of books fees, purchase of locks, past due fees, and lunch fees.
18. Assist in the collection and record book fees from school students- send out overdue/unpaid fee letters mid-year and end of year to parents.
19. Assist staff in the operating procedures of the school.
20. Assist with the processing of all outgoing mail-postage and deliver to the post office daily.
21. Assist in the processing of all incoming mail, intra-district mail, ew material/supplies, etc.
22. Attend staff meetings and in-services as required by building administration or designee.
23. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
24. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 11/18/02

REVIEWED: 1/16/13

REVISED: 9/13/17

**SCHOOL DISTRICT OF WEST DE PERE** **4245**  
**CLERICAL AIDE- DEPARTMENT OF CURRICULUM AND TECHNOLOGY**

**QUALIFICATIONS:**

1. High school diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. High degree of proficiency, accuracy and organizational ability for data management.
7. Ability to serve as a receptionist.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** To provide support to the technology and curriculum/instruction functions of the department. Provide back-up support for the Director of Curriculum to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
4. Assist in the operation of the office in a professional, efficient manner.
5. Assist in managing the district's badging and phone systems.
6. Assist with district data entry and management, including the Student Information System (SIS) and other district, state, and federal databases.
7. Assist with general office duties.
8. Complete all tasks in a timely manner and at a high level of quality.
9. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
10. Perform other duties as assigned or as judgment or necessity dictates.
11. Assist with providing support with PowerSchool, including online registration.
12. Assist the Technology Department with tasks such as working with vendors, processing orders, and inventory.



**SCHOOL DISTRICT OF WEST DE PERE 4245 cont'd**  
**CLERICAL AIDE- DEPARTMENT OF CURRICULUM AND TECHNOLOGY**

TERMS OF EMPLOYMENT: 12 months. Hours established as per administrative guidelines.  
Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the  
Director of Curriculum.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 4/16/15

REVISED: 2/20/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUPERVISORY/CLERICAL AIDE-HIGH SCHOOL**

**4246**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and curious attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To support the supervisory and clerical support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all student, staff, and parent information.
4. Function as the high school health aide.
5. Assist in the operation of the school as per the building administration.
6. Assist in receptionist duties with the day to day operations of the Student Services Office.
7. Assist and support other school offices as directed.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Supervises students before school hours both inside and outside of the building.
10. Supervise students at assemblies during school hours.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUPERVISORY/CLERICAL AIDE-HIGH SCHOOL**

**4246 cont'd**

11. Supervise students in the lunchroom, study hall (resource hour), and in the library media center (LMC) as requested by Administration.
12. Perform clerical tasks as assigned by the building principal.
13. Assist in the clerical preparation of special event programs, newsletters, brochures, and communication promoting West De Pere High School.
14. Attends staff meetings and in-services as required.
15. Maintain professional competence through staff development provided by the district and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/2002

REVISED: 1/9/2006, 4/16/2007, 8/18/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SPECIAL EDUCATION INSTRUCTIONAL AIDE**  
**PHANTOM KNIGHT SCHOOL OF OPPORTUNITY**

4247

**QUALIFICATIONS:**

1. High School diploma or equivalent (preferably a college degree including courses in education and preferably holds a valid Wisconsin teaching certificate).
2. Ability and willingness to work with students of all abilities.
3. Demonstrate knowledge of basic educational classroom operations.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
6. Preferred proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases, etc.) and other general secretarial skills to include operation of common office equipment and machines.
7. Ability and skills needed to work as part of an educational team.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To assist the classroom teacher in the instructional and supervisory duties/skills to promote the educational development of each student and to provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Assist the classroom teacher in the implementation of programs of study which strives to implement the philosophy and goals of the district, the department, team or unit.
5. Meet and work with assigned classes/students in the location and the time designed.
6. Assist the teacher in preparing for assigned class work.
7. Assist the teacher in assessing the accomplishments of students and provide progress reports as required to the teacher.
8. Communicate with the teacher regarding pupil progress as needed.
9. Communicate with the teacher regarding pupil behavior as needed.
10. Assist the teacher in identifying and making accommodations for the unique needs of all students (for which one is responsible); consult and cooperate with district specialists and teachers in assessing and helping students meet these needs.

**SCHOOL DISTRICT OF WEST DE PERE      4247 cont'd**  
**SPECIAL EDUCATION INSTRUCTIONAL AIDE**  
**PHANTOM KNIGHT SCHOOL OF OPPORTUNITY**

11. Assist the teacher in maintaining accurate and complete school records of academic progress (IE grades, IEP, 504, attendance) and students' proficiency of district standards and benchmarks.
12. Assist the teacher in providing a safe educational setting.
13. Assist the teacher in maintaining a classroom environment that is conducive to learning, appropriate for the maturity and interest of the students, and consistent with district policy.
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Supervise students before and during school hours both inside and outside of the building as assigned.
16. Act in a professional manner.
17. Attend staff meetings and in-services as required.
18. Seek out and strive to use current and instructional practices that demonstrate a knowledge of students' unique needs and improve personal skills.
19. May volunteer to serve on committees and to participate in sponsorship of student activities.
20. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
21. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATIONS: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 3/20/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE- 4 YEAR OLD KINDERGARTEN**

**4248**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations.
4. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self-initiative and accuracy in work performed.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee or 4K Director

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situation or problems.
4. Assist in the operation of the school as per the building administration.
5. Perform clerical tasks as assigned by building principal or designee.
6. Assist in processing all correspondence, memos, forms, reports, etc., as per the building administration, for the various grade levels.
7. Responsible for run-off, duplication, collating, etc.
8. Assist in Community Communications.
9. Maintain student records and data.
10. Process student information as assigned by the building administration/designee.
11. Assist in the correspondence with parent/guardian.
12. Assist in the processing of student grades.
13. Process confidential letters, schedules, reports and forms, etc.
14. Process attendance daily and quarterly for report cards, contact parents of students not heard from.
15. Review and report immunization compliance.

**SCHOOL DISTRICT OF WEST DE PERE      4248 cont'd**  
**INSTRUCTIONAL AIDE- 4 YEAR OLD KINDERGARTEN**

16. Complete and update cumulative files.
17. Assist teachers with preparation of classroom materials.
18. Duplicate materials for teacher and student use.
19. Work with individuals or small groups of students under the teacher's supervision.
20. Attend staff meetings and in-services as required.
21. Seek out and strive to use current instructional practices that demonstrate a knowledge of students' unique needs and improve personal skills.
22. May volunteer to serve on committees and to participate in sponsorship of student activities.
23. Supervise the playground as assigned by building administration.
24. Supervise students prior/after school in student areas.
25. Assist in dealing with general first aid needs of students.
26. Receive and assist visitors in the school.
27. Assist with the collection of any fees or monies.
28. Assist staff in the operating procedures of the school.
29. Submit daily milk counts from assigned classrooms.
30. Assist teachers in scheduling conferences.
31. Assemble weekly school notes from the office or individual teachers.
32. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
33. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/16/08

**FAST FORWARD AIDE****QUALIFICATIONS:**

1. High School diploma or equivalent. If a school has Title I Schoolwide designation, then completion of 2 years of post-secondary education (48 credits) or an associates degree is required.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations.
4. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self initiative and accuracy in work performed.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Be responsible for the smooth operation of the Fast ForWord program.
5. Process all correspondence, memos, forms, reports, etc., for the Fast ForWord Program.
6. Maintain student records and data as it pertains to Fast ForWord files.
7. Assist with data entry for other assessment initiatives.
8. Process student information as assigned by the building administration/designee.
9. Assist in the e-mail with parent/guardians.
10. Attend staff meetings and in-services as required.
11. Supervise the lunchroom or playground as assigned by building administration.
12. Support building behavior goals and expectations.
13. Maintain professional competence through staff development activities.
14. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:** 9-10 months (school year). Hours established as per administrative Guidelines. Salary established as per schedule.

**EVALUATION:** Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

**LEGAL REFERENCE:** Section 1111(g)(2)(J) of the Every Student Succeeds Act (ESSA)

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 5/21/08

**REVISED:** 8/21/12, 8/23/16, 7/18/18

**READOPTED:** 8/21/18



**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE ELEMENTARY SCHOOL**

**4250**

**QUALIFICATIONS:**

1. High School diploma or equivalent. If a school has Title I Schoolwide designation, then the completion of 2 years of post secondary education (48 credits) or an associate degree is required.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.)
3. Demonstrate knowledge of basic educational classroom operations.
4. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self initiative and accuracy in work performed.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Assist in the operation of the school as per the building administration.
5. Perform clerical tasks as assigned by building principal or designee.
6. Assist in processing all correspondence, memos, forms, reports, ect., as per the building administration, for the various grade levels.
7. Assist with duplication, collating, etc.
8. Maintain student records and data.
9. Assist teachers with preparation of classroom materials.
10. Work with individuals or small groups of students under the teacher's supervision.
11. Attend staff meetings and in-services as required.
12. Use current instructional practices as prescribed by the classroom teacher.
13. Supervise the playground as assigned by building administration.
14. Supervise students prior/after school in student areas.

**SCHOOL DISTRICT OF WEST DE PERE      4250 cont'd**  
**INSTRUCTIONAL AIDE ELEMENTARY SCHOOL**

15. Assist in dealing with general first aid/health related needs of students.
16. Receive and assist visitors in the school.
17. Assist staff in the operating procedures of the school.
18. Support building goals and behavioral expectations.
19. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
20. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

LEGAL REFERENCE: Section 1111(g)(2)(J) of the Every Student Succeeds Act (ESSA)

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/02

REVISED: 9/18/06, 8/21/12, 8/23/16, 8/21/18

**SCHOOL DISTRICT OF WEST DE PERE**  
**SPECIAL EDUCATION INSTRUCTION AIDE- ELEMENTARY SCHOOL**

4251

**QUALIFICATIONS:**

1. High School diploma or equivalent (preferably a college degree including courses in education and preferably holds a valid Wisconsin teaching certificate). If a school has Title I Schoolwide designation, then completion of 2 years of post-secondary education (948 credits) or an associates degree is required.
2. Ability and willingness to work with students of all abilities.
3. Demonstrate knowledge of basic educational classroom operations.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
6. Preferred proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases, etc.) and other general secretarial skills to include operation of common office equipment and machines.
7. Ability and skills needed to work as part of an educational team.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To assist the classroom teacher in the instructional and supervisory duties/skills to promote the educational development of each student and to provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Meet and work with assigned classes/students in the location and the time designed.
5. Assist the teacher in preparing for assigned class work.
6. Assist the teacher in assessing students and provide progress reports as required to the teacher.
7. Communicate with the teacher regarding student progress and pupil behavior as needed.
8. Assist the teacher in making accommodations for the unique needs of all students (for which one is responsible).
9. Assist the teacher in maintaining accurate and complete student records of academic progress.
10. Assist the teacher in providing a safe educational setting.

**SCHOOL DISTRICT OF WEST DE PERE      4251 cont'd**  
**SPECIAL EDUCATION INSTRUCTION AIDE- ELEMENTARY SCHOOL**

11. Assist the teacher in maintaining a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with district policy.
12. Supervise students before and during school hours both inside and outside of the building as assigned.
13. Attend staff meetings and in-services as required.
14. Support building goals and behavioral expectations.
15. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

LEGAL REFERENCE: Section 1111(g)(2)(J) of the Every Student Succeeds Act (ESSA)

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/02

REVISED: 9/18/06, 8/21/12, 8/23/16, 8/21/18

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE- INTERMEDIATE SCHOOL**

4252

**QUALIFICATIONS:**

1. High School diploma or equivalent. If a school has Title I Schoolwide designation, then the completion of 2 years of post-secondary education (48 credits) or an associate degree is required.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations.
4. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self initiative and accuracy in work performed.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Assist in the operation of the school as per the building administration.
5. Perform clerical tasks as assigned by building principal or designee.
6. Assist in processing all correspondence, memos, forms, reports, etc., as per the building administration, for the various grade levels.
7. Maintain student records and data.
8. Assist teachers with preparation of classroom materials.
9. Work with individuals or small groups of students under the teacher's supervision.
10. Attend staff meetings and in-service as required.

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE- INTERMEDIATE SCHOOL**

**4252 cont'd**

11. Use current instructional practices as prescribed by the classroom teacher.
12. Supervise the playground as assigned by building administration.
13. Supervise students prior/after school in student areas.
14. Assist in dealing with general first aid/health related needs of students.
15. Receive and assist visitors in the school.
16. Assist staff in the operating procedures of the school.
17. Support building goals and behavioral expectations.
18. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
19. May volunteer to serve on committees and to participate in sponsorship of student activities.
20. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

LEGAL REFERENCE: Section 1111(g)(2)(J) of the Every Student Succeeds Act (ESSA)

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED:12/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY AIDE-ELEMENTARY SCHOOL**

4253

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
6. Ability and skills needed to work as part of an educational team.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Check LMC materials out to patrons and back in the LMC.
4. Update and process materials in the computer.
5. Assist students and staff in finding materials.
6. Reshelf materials.
7. Repair materials.
8. Set up displays.
9. Maintain inventory of materials.
10. Read to students.
11. Assist with the implementation and support of behavior goals.
12. Maintain confidentiality of student/staff information.
13. Supervise students within the building and on the playground as assigned by building administration.
14. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
15. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:** 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY AIDE-ELEMENTARY SCHOOL**

**4253 cont'd**

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/02

REVISED: 9/18/06, 8/21/12, 8/23/16



**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY AIDE- INTERMEDIATE SCHOOL**

**4254**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
4. High degree of organization, self initiative and accuracy in work performed.
5. Possess and demonstrates strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
6. Ability and skills needed to work as part of an educational team.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Check LMC materials out to patrons and back into the LMC.
4. Update and process materials in the computer.
5. Assist students and staff in finding materials.
6. Reshelf materials.
7. Repair materials.
8. Set up displays.
9. Maintain inventory of materials.
10. Read to students.
11. Assist with the implementation and support of behavior goals.
12. Maintain confidentiality of student/staff information.
13. Supervise students within the building and on the playground as assigned by building administration.
14. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
15. Perform other duties as assigned or as judgement or necessity dictates.

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY AIDE- INTERMEDIATE SCHOOL**

**4254 cont'd**

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED:12/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE-MIDDLE SCHOOL**

**4255**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Proficiency in keyboarding and computer experience (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations.
4. Demonstrate knowledge of basic office procedures and the operation of common office equipment and machines.
5. High degree of organization, self initiative and accuracy in work performed.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To provide support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Assist the teacher in implementation of programs of study which strives to implement the philosophy and goals of the district, the department, team, or unit.
5. Meet and work with assigned staff/classes/students in the location and the time designed.
6. Assist the teacher in preparing for assigned class work and give written evidence of preparation as required by the immediate supervisor.
7. Assist the teacher in assessing the accomplishments of students and provide progress reports as required to the teacher. Assist the teacher in communicating regarding pupil progress or pupil behavior as needed.
8. Assist the teacher in identifying and making accommodations for the unique needs of all students (for which one is responsible); consult and cooperate with district specialists and teachers in assessing and helping students meet these needs.
9. Assist the teacher in maintaining accurate and complete student records of academic progress (ie grades, IEP, 540, attendance) and student's proficiency of district standards and benchmarks.

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE-MIDDLE SCHOOL**

**4255 cont'd**

10. Assist the teacher in providing a safe educational setting by taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Assist the teacher in maintaining a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with district policy.
11. Act in a professional manner.
12. Attend staff meetings and in-services as required.
13. Seek out and strive to use current instructional practices that demonstrate a knowledge of students' unique needs and improve personal skills.
14. May volunteer to serve on committees and to participate in sponsorship of student activities.
15. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months. (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/02

REVIEWED: 1/16/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE-HIGH SCHOOL**

**4256**

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as a receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and curious attitude and image to the staff, students, and community.
8. Ability and skills needed to work as part of an educational team.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To support the supervisory and clerical support services necessary to help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain confidentiality of all information concerning students, staff, and parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situations or problems.
4. Assist in the operation of the school as per the building administration.
5. Assist teacher in processing appropriate correspondence to students, staff, parents, and community.
6. Help maintain student records and data.
7. Assist teachers with preparation of classroom materials.
8. Work with individuals or small groups of students under the teacher's supervision.
9. Assist teachers in providing a safe educational setting.

**SCHOOL DISTRICT OF WEST DE PERE**  
**INSTRUCTIONAL AIDE-HIGH SCHOOL**

**4256 cont'd**

10. Assist teachers in maintaining a classroom environment that is conducive to learning.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Supervise students before and during school hours both inside and outside of the building as assigned.
13. Attend staff meetings and in-services as required.
14. Supervise students in the lunchroom, study hall (resource hour), and in the library media center (LMC) as requested by Administration
15. Maintain professional competence through staff development provided by the district and in compliance with Wisconsin law.
16. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/2002

REVISED: 9/18/2006, 8/18/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY MEDIA CENTER AIDE-HIGH SCHOOL**

4257

**QUALIFICATIONS:**

1. High School diploma or equivalent including courses in business and English.
2. Proficiency in keyboarding and computer experience, (word processing, spreadsheets, and databases) and other general secretarial skills.
3. Demonstrate knowledge of basic educational classroom operations and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Basic mechanical skills and abilities.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and curious attitude and image to the staff, students, and community.
7. Ability and skills needed to work as part of an educational team.
8. Knowledge of video-visual equipment.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To support the educational process by providing an organized and fully functional resource center for students and staff, including providing timely and efficient access to information and technology resources, and related inservicing of staff which helps the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Provide for the general operation of the resource center.
4. Maintain a general order and decorum within the resource center.
5. Check materials in and out of the library.
6. Check deliveries against invoices and purchase orders.
7. Shelve and reshelve books, periodicals, and materials.
8. Schedule, deliver, and insure the return of all visual equipment.
9. Maintain audio visual equipment.
10. Assist students and teachers in locating materials and information.

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY MEDIA CENTER AIDE-HIGH SCHOOL**

**4257 cont'd**

11. Repair library books, magazines, and other library materials.
12. Process interlibrary loan requests.
13. Supervise students in the lunchroom, study hall (resource hour), and in the library media center (LMC) as requested by Administration.
14. Keep current in the resource center by attending professional workshops and seminars.
15. Provide additional assistance to the library media specialist as necessary.
16. Maintain professional competence through staff development provided by the district and in compliance with Wisconsin law.
17. Perform other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). May include some summer hours.  
Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/2002

REVIEWED: 1/16/2013

REVISED: 8/18/2021



HEALTH AIDE

QUALIFICATIONS:

1. High School diploma or equivalent.
2. American Heart Association certification in CPR/AED and First Aid.
3. Clerical skills such as filing, word processing, telephone skills, ability to interact with others and prioritize work responsibilities.
4. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal and/or designee

JOB GOAL: To provide first aid to students, assist in monitoring student health needs, and perform clerical duties as assigned so as to facilitate the attainment of district and building goals under the direction and supervision of the building principal, district nurse or their designee.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain good oral and written communications with the School Nurse, students, their families, teachers, and building administrators.
4. Maintain confidentiality in working with student and staff health problems.
5. Demonstrate a commitment to the school district and its philosophies and goals by attitudes and actions.
6. Provide emergency care services for students and staff according to established American Red Cross or American Heart Association and the School District of West De Pere policies and procedures.
7. Determine individual needs and provides initial management for illness and injury care according to school policy and Health Services protocols.
8. Monitor student's health status during periods of short term rest or recovery.
9. Refer students who may require health care to the parent and/or school district nurse.
10. Record incidents in log and/or health record.
11. Administer medications according to school policy and Health Services protocols.
12. Work with diabetic students daily with insulin administration per Health Services protocol.
13. Administer emergency medication as ordered by the student's physician and in compliance with the student's Emergency Health plan and/or Individual Health Plan.
14. Carryout nursing procedures under the direction and/or delegation, training, and supervision of the nurse.
15. Perform clerical duties associated with the health office, including data entry.

**SCHOOL DISTRICT OF WEST DE PERE      4259 cont'd**  
**HEALTH AIDE**

16. Participate in health training as determined by district nurse and student need.
17. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
18. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 11/17/08

**SCHOOL DISTRICT OF WEST DE PERE**  
**EDUCATIONAL INTERPRETER**

**4260**

**QUALIFICATIONS:**

1. Associate's Degree required.
2. DPI License #884 required.
3. Completion of an interpreter preparation program, or equivalent experience required.
4. The ability to interpret/transliterate (expressive and voice) at a normal conversational rate, including the use of American Sign Language and Manually Coded English.
5. The ability to provide oral interpreting (voice) is highly desired.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To facilitate communication among students who are Deaf or hard of hearing, their hearing peers, the classroom teacher and other personnel in the school system. The educational interpreter provides interpreting support and services to students who are Deaf or hard of hearing being educated in the school district. Other duties that may be performed when they do not interfere with interpreting include tutoring, participation in meetings, and being an active member of the school's educational team.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide expressive and voice interpreting for students who are Deaf or hard of hearing (may include American Sign Language, a form of manually coded English, and/or oral interpreting).
2. Under the direction of the classroom teacher, provide tutoring/review opportunities for students who are Deaf or hard of hearing when it does not interfere with the task of interpreting.
3. Participate in educational team meetings either in person or through a written report, including the development and review of progress on the individual Education Plan, providing insight on the success of communications strategies.
4. Serve as a liaison between the students who are Deaf or hard of hearing, hearing peers, staff and faculty members.
5. In cooperation with the teacher of Deaf or hard of hearing and/or the educational audiologist, provide services to hearing students, staff and parents as requested in regards to sign language, deafness, Deaf culture, and interpreting.
6. Perform other duties assigned by the principal when this does not conflict with the primary responsibility of interpreting.
7. Use scheduled preparation time to preview materials, conference with teachers, record data, research signs, etc.
8. Maintain confidentiality.
9. Maintain professional standards as delineated in the Code of Ethics of the National Registry of Interpreters for the Deaf.

**SCHOOL DISTRICT OF WEST DE PERE      4260 cont'd**  
**EDUCATIONAL INTERPRETER**

Regular attendance is an essential part of the job. Chronic absenteeism in excess of accumulated sick leaves and allowable family medical leave will be considered in determining whether an employee is able to perform the essential functions of the job.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule. Layoff may occur should the need for this position cease.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 11/16/16

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUBSTITUTE CALLER- AIDE**

**4261**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Clerical skills such as filing, word processing, telephone skills, ability to interact with others and prioritize work responsibilities.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal and/or designee

**JOB GOAL:** To provide for the district the services necessary to secure substitute teachers for staff during an emergency absence which help the school function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Receive sick and emergency calls from staff needing a substitute teacher at the elementary, intermediate and middle schools. Record staff member's name, building, grade/assignment, immediate contact phone number, and reason for absence.
4. Provide the administrative assistant in each building the absent staff member's name, reason for absence, and name of the substitute teacher by email or phone call, if email is not operational.
5. Maintain a running log of information in items #3 and #4.
6. Utilize district provided equipment strictly for district business (ie, cell phone, laptop computer)
7. Return district provided equipment for summer maintenance at the end of the school year.
8. Demonstrate a commitment to the school district and its philosophies and goals by attitudes and actions.
9. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
10. Perform other duties as assigned or as judgment or necessity dictates.

**TERMS OF EMPLOYMENT:** 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

**EVALUATION:** Performance to be evaluated a minimum of once every three years by the Principal and staff member(s) assigned to work with the employee.

**CROSS REFERENCE:** Support Staff Personnel Handbook

**ADOPTED:** 1/27/09

**REVISED:** 8/22/17, 12/14/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**NATIVE AMERICAN LIAISON**

**4264**

**QUALIFICATIONS:**

1. High School diploma or equivalent (preferably a college degree including courses in education and preferably holds a valid Wisconsin teaching certificate).
2. Ability and willingness to work with students of all abilities.
3. Previous experience working with Native American students K-12.
4. Knowledge and understanding of Native American culture, traditions, values and unique needs of Native American youth.
5. Knowledge of Wisconsin educational laws and regulations, with an emphasis on truancy, special education, and the Individual Education Plan process.
6. Demonstrate knowledge of basic educational classroom operations.
7. High degree of organization, self- initiative and accuracy in work performed.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Ability and skills needed to work as part of an educational team.
10. Flexible work hours including day and evening hours.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student services and/or Director of Curriculum

**JOB GOAL:** To promote services to address the educational, personal, social, cultural and emotional needs of the Native American students attending the School District of West De Pere. The position will foster the importance of reaching students' maximum potential and develop a positive academic, social and cultural experience. Liaison is responsible for establishing effective collaboration, coordination and communication between students, their families and the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students and community.
2. Possess and demonstrate strong interpersonal skills.
3. Advocate for Native American students to ensure successful educational, personal, social, cultural and emotional development.
4. Plan and implement parent events and attend community events.
5. Facilitate meetings and group activities with the youth to promote individual and group exploration of careers and opportunities available.
6. Coordinate and conduct staff development and training opportunities to enhance the services for our youth.
7. Assess and address the academic and social needs of Native American students. Coordinate and facilitate meetings with teachers and other school personnel to utilize school and community resources.

**SCHOOL DISTRICT OF WEST DE PERE      4264 cont'd**  
**NATIVE AMERICAN LIAISON**

8. Function as a liaison for students and/or parents in their interactions with teachers, school administrators, and support staff. Assist students and/or parents in locating points of contact in the schools and make referrals as appropriate.
9. Attend/participate in school staff and parent meetings to act as a liaison in communicating student needs and concerns; mediate problems that may arise between school, parent, student and community.
10. Know the policies, procedures, and eligibility criteria of Native American community resources available to assist in meeting the needs of students.
11. Develop and maintain close, cooperative and beneficial working relationships with students, parents, teachers, administrators, co-workers, peers, social workers, liaison officers and other constituents.
12. Acquire resource materials to assist parents and/or students in understanding the policies and procedures of the local school system.
13. Network with parents, community programs, or other persons designed with parent or guardianship responsibilities to ensure parent/guardian input is a part of the student's educational process.
14. Assist teachers and school administrators in developing opportunities for parents to become involved in their child's education program.
15. Facilitate with students, parents and school personnel the development of a long-term plan of action to help the student achieve their personal and educational goals.
16. Coordinate/facilitate groups to address pertinent educational, personal, social, cultural and emotional issues.
17. Complete forms of correspondence to keep supervisors, students, parent committee and the community advised of program activities, accomplishments and future plans.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. Perform other duties as assigned or as judgment or necessity dictates.

Regular attendance is an essential part of the job. Chronic absenteeism in excess of accumulated sick leave and allowable family medical leave will be considered in determining whether an employee is able to perform the essential functions of the job.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Student Services.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 9/3/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**PK-12 DISTRICT READING SPECIALIST**

**4271**

**QUALIFICATIONS:**

1. Current Wisconsin Reading Specialist License #317.
2. Current knowledge and expertise in facilitating a standards-based K-12 reading program.
3. A minimum of five years teaching experience-preferably in two or three system levels (elementary, middle, high school).
4. Experience in initiating, designing, implementing and leading professional development.
5. Experience in working with teachers in small groups and on an individual level by modeling instruction with classrooms, team-teaching, and providing follow-up.
6. Experience in supporting Early Childhood Title I and Special Education instructional programs.
7. Experience in working with diverse student learning needs.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:**

1. To assist the Director of Curriculum with the development, implementation, refinement, monitoring and support of the K-12 reading program.
2. To provide assistance with program management, program planning, modeling, team-teaching and on-going teacher support for instructional strategies and district goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Set an example of intense dedication to K-12 student learning when working with teachers, administrators, parents and community members.
4. Provide assistance in the fulfillment of curriculum/instruction/assessment goals.
5. Work as a team-member to support the direction of team goals.
6. Keep immediate supervisor and administrators informed of progress on a continued basis.
7. Maintain current knowledge of standards-based best practices for reading.
8. Participate in related work activities, seminars or required travel.
9. Assist with the coordination of program planning and the operations of the K-12
10. Assist with the facilitation of parent and community support programs.
11. Assist with the management and facilitation of early childhood, pre-kindergarten, kindergarten, Title I and special education programs as related to reading instruction.
12. Assist with the development and implementation of professional development opportunities for staff.
13. Assist in the coordination of district processes to collect and analyze data.



**SCHOOL DISTRICT OF WEST DE PERE**  
**PK-12 DISTRICT READING SPECIALIST**

**4271 cont'd**

14. Assist with the coordination of “special projects” aside from expected responsibilities of the position.
15. Perform such other duties as may be determined by the administrative staff within parameters of the master agreement, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 4121- Teacher  
4500- Professional Staff Evaluation

ADOPTED: 4/20/00

REVISED: 2/15/01, 7/15/02, 10/18/04, 2/21/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**TEACHING AND LEARNING COORDINATOR**

4272

**QUALIFICATIONS:**

1. Current Wisconsin Director of Instruction license per Wisconsin Department of Public Instruction Guidelines.
2. Experience working with both student and adult learners.
3. Computer proficiency.
4. Valid Wisconsin driver's license.
5. Possess and demonstrate strong interpersonal communication skills and positive and courteous attitude and image to the staff, students, and community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:**

1. To coordinate, manage, and provide support for the district's assessment plan.
2. To help teaching staff learn the appropriate protocol for assessment administration and data usage.
3. To help teaching staff understand the connection between assessment and instruction.
4. To promote and support the use of assessment data with staff and administration to meet educational goals.
5. To provide coordination for the district's Gifted and Talented Program.
6. To serve as a learning facilitator and a leader in the development of effective strategies for assessment, teaching and learning.
7. To serve as a learning facilitator and a leader in the development of effective strategies for assessment, teaching and learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain current knowledge regarding the state mandated assessments.
4. Comply with testing guidelines and legal requirements established for administration of all district assessments.
5. Facilitate test administration and establish testing schedules.
6. Ensure security of testing materials and test scores by monitoring test records, custody, and return procedures.
7. Manage test inventory, and process test orders and purchases.
8. Communicate assessment progress, needs, and changes to key stakeholders in the district.
9. Coordinate and facilitate the analysis of School and District Report Cards.
10. Perform data analysis and prepare data for distribution and presentation.
11. Maintain confidentiality of information.
12. Coordinate appropriate testing environments and testing schedules with School Assessment Coordinators.

**SCHOOL DISTRICT OF WEST DE PERE      4272 cont'd**  
**TEACHING AND LEARNING COORDINATOR**

13. Participate on and help facilitate district committees when appropriate to support the development and implementation of curriculum and assessment.
14. Demonstrate knowledge of principles and theories of general elementary, middle, and secondary level curriculum and assessment development.
15. Create strategies for organizing, disseminating and promoting access to assessment data to best meet administrative and staff needs.
16. Provide coordination of the district's Gifted and Talented Program through data analysis, coordination with building-level GT coordinators, and communication with all stakeholders so that students who have been recognized as needing options beyond differentiation in the classroom have learning opportunities that are continuous and systematic (per standard).
17. Coordinate the design, planning, support and implementation of professional development in the areas of assessment and gifted/talented education.
18. Keep supervisor and principals informed of progress and aware of issues on a continual basis.
19. Assist with the preparation and presentation of district and/or School Board Reports.
20. Perform additional tasks and assume other responsibilities as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established by the Board of Education.

EVALUATION: Performance to be evaluated annually by the Director of Curriculum

ADOPTED: 7/30/14

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT LIBRARY MEDIA/TECHNOLOGY COORDINATOR**

4273

**QUALIFICATIONS:**

1. Current Wisconsin Instructional Library Media Specialist license per Wisconsin Department of Public Instruction Guidelines.
2. Experience working with both student and adult learners.
3. Computer proficiency.
4. Experience with on-line resources.
5. Valid Wisconsin driver's license.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:**

1. To implement the district vision for information and technology literacy.
2. To coordinate, manage, and provide support for the district's library media operations.
3. To help teaching staff learn the technology necessary to integrate information and technology literacy competencies into the curriculum and classroom instruction.
4. To help teaching staff become knowledgeable and proficient in the use of technology as an instructional and productivity tool.
5. To promote and support the use of library and media services with students and staff to meet educational goals.
6. To provide coordination for the district's Information and Technology Plan.
7. To develop a school library media program dedicated to providing access to information and ideas.
8. Ability to serve as a learning facilitator and a leader in the development of effective strategies for teaching and learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain current knowledge regarding the state's Information and Technology Literacy Standards.
4. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
5. Coordinate the functions and day-to-day operations of the district's library media centers.
6. Direct the work of and provide support for the district's library media aides.
7. Manage the district's K-12 Library Media Budget.
8. Facilitate and manage inventory and order library media resources.

**SCHOOL DISTRICT OF WEST DE PERE 4273 cont'd**  
**DISTRICT LIBRARY MEDIA/TECHNOLOGY COORDINATOR**

9. Facilitate district committees when appropriate to support the development and implementation of curriculum.
10. Demonstrate knowledge of principles and theories of general elementary, middle, and secondary level curriculum development.
11. Write, facilitate the development process, and monitor the implementation of the district's Information and Technology Literacy Plan.
12. Maintain current knowledge of on-line instructional resources for staff and students.
13. Maintain current knowledge of district technologies and applications.
14. Coordinate the design, planning, support and implementation of professional development in the areas of library skills, technology, and research/information fluency.
15. Work with the principal to develop and coordinate programming needs of the building.
16. Keep supervisor and principal informed of progress, and aware of issues on a continual basis.
17. Assist in monitoring and evaluating the district's Information and Technology Programs.
18. Assist with the preparation and presentation of district and/or School Board Reports.
19. Create strategies for organizing, disseminating and promoting access to materials that best meet staff and student information needs.
20. Monitor, assess and employ current and emerging instructional technologies, information access and delivery systems, networks, telecommunications, and multimedia.
21. Plan for development of students' information literacy skills, including information processing skills.
22. Collaborate with teachers in teaching and evaluating instructional activities.
23. Coordinate the administration of and the data analysis for the district technology proficiency assessment.
24. Coordinate and implement the library and technology portions of the required training for the district's new teacher mentor program.
25. Perform additional tasks and assume other responsibilities as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established by the Board of Education.

EVALUATION: Performance to be evaluated annually by the Director of Curriculum

ADOPTED: 10/21/02

REVISED: 12/20/04, 5/21/08, 6/17/09, 2/21/12, 12/19/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**LIBRARY MEDIA/INSTRUCTIONAL TECHNOLOGY SPECIALIST**

4275

**QUALIFICATIONS:**

1. Current Wisconsin Instructional Library Media Specialist license or Instructional Technology Coordinator license, per Wisconsin Department of Public Instruction Guidelines.
2. Experience working with both student and adult learners.
3. Computer proficiency.
4. Experience with on-line resources.
5. Valid Wisconsin driver's license.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:**

1. To implement the district vision for information and technology literacy.
2. To coordinate, manage, and provide support for the district's library media operations.
3. To help teaching staff learn the technology necessary to integrate information and technology literacy competencies into the curriculum and classroom instruction.
4. To help teaching staff become knowledgeable and proficient in the use of technology as an instructional and productivity tool.
5. To promote and support the use of library and media services with students and staff to meet educational goals.
6. To provide coordination for the district's Information and Technology Plan.
7. To develop a school library media program dedicated to providing access to information and ideas.
8. To serve as a learning facilitator and a leader in the development of effective strategies for teaching and learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain current knowledge regarding the state's Information and Technology Literacy Standards.
4. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
5. Coordinate the functions and day-to-day operations of the district's library media centers.
6. Direct the work of and provide support for the district's library media aides.
7. Assist with managing inventory and ordering library media resources.

**SCHOOL DISTRICT OF WEST DE PERE 4275 cont'd**  
**LIBRARY MEDIA/INSTRUCTIONAL TECHNOLOGY SPECIALIST**

8. Participate on district committees when appropriate to support the development and implementation of curriculum.
9. Demonstrate knowledge of principles and theories of general elementary, middle, and secondary level curriculum development.
10. Assist in the development, monitoring and evaluating the district's Information and Technology Literacy Plan.
11. Maintain current knowledge of on-line instructional resources for staff and students.
12. Maintain current knowledge of district technologies and applications.
13. Work with staff and students to become knowledgeable and proficient accessing and utilizing information resources.
14. Work with the principal to develop and coordinate programming needs
15. Keep supervisor and principals informed of progress and aware of issues on a continued basis.
16. Assist in monitoring and evaluating the district's Information and Technology Programs.
17. Assist with the preparation and presentation of district and/or School Board Reports.
18. Create strategies for organizing, disseminating and promoting access to materials that best meet staff and student information needs, including student and staff tech support for devices purchased via the district's information and technology plan.
19. Monitor, access and employ current and emerging instructional technologies, information access and delivery systems, networks, telecommunications, and multimedia.
20. Plan for development of students' information literacy skills, including information processing skills.
21. Collaborate with teachers in teaching and evaluating instructional activities.
22. Perform additional tasks and assume other responsibilities as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year at a minimum of every third year thereafter.

CROSS REFERENCE: 4500- Professional Staff Evaluation

ADOPTED: 2/21/12

REVISED: 6/21/17, 8/22/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**INFORMATION/TECHNOLOGY RESOURCE STAFF**

**4279**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Experience working with both adult and student learners.
3. Computer proficiency.
4. Ability to learn new technologies quickly.
5. Valid Wisconsin driver's license.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** High School Principal or Designee, District Library Media Coordinator

**JOB GOALS:**

1. To assist with the day-to-day coordination, management and support of the high school library media center's operations for curriculum and instructional learning.
2. To assist staff and students in learning how to access all of the informational resources in the media centers.
3. To facilitate the set up, operation and use of technologies available for students and staff at the middle and high school buildings.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain current knowledge regarding the state's Information and Technology Literacy Standards.
4. Assist aides with the day-to-day operations of the media center.
5. Facilitate and support the operations of the IPTV system for the district buildings.
6. Facilitate and support the operations of the district's video communications.
7. Facilitate and support the district's distance learning activities including scheduling.
8. Help teach middle and high school library media aides to support the use and implementation of district technologies for both student learning and job efficiency.
9. Help teach staff to become knowledgeable and proficient in the use of technology as a productivity tool.
10. Assist in the set up of technologies for presentations for student learning during the day, and for special board, staff or community meetings during the evening.
11. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
12. Perform other duties as assigned or as judgment or necessity dictates.



**SCHOOL DISTRICT OF WEST DE PERE**  
**INFORMATION/TECHNOLOGY RESOURCE STAFF**

**4279 cont'd**

TERMS OF EMPLOYMENT: 12 months. Hours established as per administrative guidelines.  
Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the High School Principal or Designee and the District Library Media Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 10/21/02

REVISED: 9/20/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**DATA MANAGER**

**4280**

**QUALIFICATIONS:**

1. Minimum of a two-year Associate Degree in microcomputers or equivalent experience.
2. Possess and demonstrate office management abilities.
3. Ability to lift and move hardware, furniture, boxes and other heavy items encountered on the job.
4. Hold a valid Wisconsin Driver's License.
5. Flexibility to work overtime or extended hours as needed.
6. A high degree of proficiency, accuracy and organizational ability for data management.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOALS:** To provide technology support in software management which includes training and supporting district staff in the day to day use of district software programs. Maintain the district's database of student information and assessment data and provide back-up support and services to department staff necessary to help the schools function smoothly for the administration, teachers, students, and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Demonstrate the ability to coordinate, manage and implement projects and tasks as assigned by the supervisor.
4. Maintain proficient understanding of personal computer platforms, the district's infrastructure, network, and IP phone system.
5. Maintain proficiency as a district resource in software.
6. Assist department staff in trouble-shooting and providing back-up technical support for software problems on an as-needed basis.
7. Manage setup and maintenance of the electronic curriculum database.

**SCHOOL DISTRICT OF WEST DE PERE**  
**DATA MANAGER**

**4280 cont'd**

8. Manage and coordinate district data including the Student Information system (SIS) and other district and state databases.
9. Manage Coursework Completion System.
10. Maintain proficiency in PowerSchool and electronic report cards.
11. Manage and submit FCC applications.
12. Assist with the standardization, inventory and licensing of all purchase requests for district software, hardware and technology-related equipment.
13. Assist in managing an upgrade cycle for software, hardware and technology-related equipment.
14. Assist in managing the district's badging systems.
15. Manage communication with the DPI.
16. Assist in managing and updating the district's DPI Information and Technology Plan.
17. Assist in managing the technology budget and related maintenance contracts.
18. Provide staff with training and support in software and other technology related resources.
19. Keep the Director of Curriculum updated on a regular basis and alerted to any situations which may affect IT operations.
20. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
21. Perform any other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary and benefits to be annually determined by the Board of Education.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Curriculum in conjunction with the Technology Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/15/02

REVISED: 12/20/04, 6/17/09, 11/15/11

ADOPTED: 12/20/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**TECHNOLOGY COORDINATOR**

**4281**

**QUALIFICATIONS:**

1. Minimum of a two-year Associate Degree in information technology (IT) or equivalent experience.
2. Proficiency in providing computer hardware and software support.
3. Proficient in design, installation and troubleshooting of LAN wireless IP Networks.
4. Ability to lift and move hardware, furniture, boxes and other heavy items encountered on the job.
5. Hold a valid Wisconsin Driver's License.
6. Flexibility to work overtime or extended hours as needed.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum

**JOB GOAL:** Maintain the district's network systems and peripherals, use expertise to troubleshoot and resolve district hardware, software and network problems, and to team the Technology Coordinator's responsibilities with other departments staff so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Demonstrate the ability to coordinate, manage and implement projects and tasks as assigned by supervisor.
4. Maintain proficient understanding of personal computer platforms, the district's infrastructure, network, and IP phone system.
5. Make recommendations for and implement the maintenance and upgrades of the district's network system, operating software and hardware.
6. Support, monitor, test and troubleshoot hardware, software and network problems.
7. Recommend, schedule and implement repairs.
8. Manage the district's technology budget.

**SCHOOL DISTRICT OF WEST DE PERE**  
**TECHNOLOGY COORDINATOR**

**4281 cont'd**

9. Ensure accurate student rostering and set up for online assessment and curriculum platforms.
10. Diagnose system outages.
11. Ensure system security and integrity of the district's IT resource network.
12. Coordinate, implement and monitor a schedule of system backups.
13. Monitor and communicate information about network policies.
14. Maintain and update network documentation.
15. Monitor and report bandwidth usage.
16. Assist in managing the district's security systems.
17. Manage inventory of all technology-related equipment.
18. Provide safety checks in the district's data center.
19. Maintain a flexible schedule to provide coverage for after-hour events or on-call situations.
20. Direct the work of the computer technicians.
21. Supervises and evaluates other members of the technology team.
22. Monitors and supports the functions of the Student Information System.
23. Keep the Director of Curriculum updated on a regular basis and alerted to any situation that may affect IT operations.
24. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
25. Perform any other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months a year. Salary and benefits to be annually determined by the Board of Education.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Curriculum.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 7/24/97

REVISED: 6/21/01, 7/15/02, 12/20/04, 6/17/09, 12/20/11, 3/23/16, 4/18/16, 11/17/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**COMPUTER TECHNICIAN**

**4282**

**QUALIFICATIONS:**

1. Minimum of a two-year Associate Degree in microcomputers or equivalent experience.
2. Proficiency in providing computer hardware and software support.
3. Ability to lift and move hardware, furniture, boxes, and other heavy items encountered on the job.
4. Hold a valid Wisconsin Driver's License.
5. Flexibility to work overtime or extended hours as needed.
6. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Technology Coordinator

**JOB GOAL:** To provide software and hardware end-user support, to cross-train with department staff, and to serve in back-up roles as needed so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Demonstrate the ability to coordinate, manage and implement projects and tasks as assigned by the supervisor.
4. Maintain proficient understanding of personal computer platforms, the district's infrastructure, network, and IP phone system.
5. Support, monitor, test, and troubleshoot hardware, software, and network problems.
6. Recommend, schedule and implement repairs.
7. Install local and network-based software.
8. Configure workstations.
9. Ensure system security and integrity of the district's network.
10. Assist with monitoring the system backups.
11. Provide technical support and communication for the district's Help Desk on a daily basis.
12. Maintain inventory of all technology related equipment.
13. Assist in managing an upgrade/disposal cycle for software, hardware and technology-related equipment.

**SCHOOL DISTRICT OF WEST DE PERE      4282 cont'd**  
**COMPUTER TECHNICIAN**

14. Provide staff with training and support in software and other technology related resources.
15. Create and manage network accounts for students and staff.
16. Create and manage email accounts.
17. Assist with managing online learning environments.
18. Maintain a flexible schedule to provide coverage for after-hour events and on-call situations.
19. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin Law.
20. Manage and communicate information regarding network users.
21. Perform any other duties as assigned or as judgement or necessity dictates.

TERMS OF EMPLOYMENT: 12 months a year. Salary and benefits to be annually determined by the Board of Education.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Curriculum.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 12/20/04

REVISED: 6/17/09, 11/15/11, 12/20/11, 11/17/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUPPORT STAFF**

**4300**

**PROBATIONARY PERIOD**

All newly hired support staff employees shall serve a probationary period of one hundred eighty (180) consecutive calendar days from the first day of employment.

During the probationary period, staff shall be provided with the appropriate training and supervisory opportunities to enhance their performance and understanding of position expectations.

New employees shall be evaluated in writing by the appropriate supervisor prior to consultation with the Superintendent. Such evaluation shall be based on the job description and observation of performance.

Prior to the end of the probationary period, the Superintendent, in consultation with the appropriate supervisor, shall either grant continued employment or discharge the employee. Should circumstances warrant it, any probationary employee will be discharged at any time considered appropriate by the Superintendent within the probationary period. In all cases employment or discharge, the Board shall be informed.

**SALARY SCHEDULES**

It shall be the policy of the Board of Education to compensate employees fairly through a salary schedule based on experience and responsibility.

Each year, in consultation with the Administration, the Board shall establish compensation for the support staff. Such compensation shall be distributed fairly to all employees, reflecting responsibility, performance and worth to the district.

**EVALUATION**

It is the belief of the Board of Education that staff productivity and morale is enhanced through fair and open evaluation. Evaluation affords staff and administration greater communication, clarifies job responsibilities and expectations, and increases opportunities for improvement through goal setting.

As such, the Board of Education directs the administration to evaluate support staff in writing at least once every three years. Such evaluation shall be based on the job description, observations, and progress towards any appropriate and established goals. Written evaluations will be discussed with the staff involved, and a copy placed in their district personnel file.

**CROSS REFERENCE: Support Staff Personnel Policies Handbook**

**ADOPTED: 6/14/89**

**REVISED: 6/21/01, 7/15/02, 10/15/14, 4/12/2023**



**SCHOOL DISTRICT OF WEST DE PERE**  
**CO-CURRICULAR COMPENSATION**

4380

In order to comply with Federal Fair Labor Standards Act (FLSA), the School District of West De Pere must provide the following:

1. The district and all employees, professional and classified, must understand that co-curricular assignments are voluntary in nature. The district and all employees, professional and classified, also must understand that such assignments are outside of the scope of duties normally performed by said employees.
2. District employees are divided into two distinct groups according to the FLSA; Exempt and Non-Exempt. Professional staff (administrative, teachers, counselors, etc.) are “exempt” and Classified staff (secretarial, cafeteria workers, custodians, maintenance workers, receptionists, aides, etc.) are “non-exempt”.
3. Non-exempt staff working co-curricular events must be paid overtime compensation or receive compensatory time off if their cumulative hours for their primary jobs plus co-curricular hours, exceed forty hours in a given week.
4. In the case of non-exempt staff who work less than a forty hour work week, they must be paid straight time at a rate at least equal to minimum wage.

Note: Personnel who work these activities and are not school district employees are considered independent contractors or outside agents and do not qualify for the provisions covered by FLSA.

5. If compensatory time is to be authorized, it must be placed in writing, signed by the employee and maintained at an appropriate location.
6. Employees may not waive their rights under the FLSA.

All co-curricular employees should refer to Appendix B of the Personnel Handbook for Professional Teaching Staff for the current co-curricular pay scales.

LEGAL REFERENCE: Fair Labor Standards Act  
U.S. Department of Labor  
29 U.S.C 207(g)(2)  
29 C.F.R. 778.419

CROSS REFERENCE: Personnel Policies Handbook for Professional Teaching Staff

ADOPTED: 7/15/09

REVISED: 4/17/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**OUTSIDE AGENCY PERSONNEL WORKING IN SCHOOLS**

4400

The School District recognizes the importance and critical role of other service providers who are not directly employed by the district in the long-term social and educational goals of our students and families. For some students, the district alone cannot bring about the necessary changes needed in a student's particular situation, and frequently does not solely bear the responsibility for doing so. The district wishes to establish a positive, open, and honest working relationship with these agencies in the hopes of a better educational experience for the children and their families.

Any outside agency that has staff working within the school district facilities with any regularity agree to abide by the following conditions. In certain situations, additional clarity may be necessary. In these situations, additional specificity will be recorded in a Letter of Agreement. Appropriate administrative representatives of both parties shall sign the Letter of Agreement, and it will be kept on file with the district.

1. Liabilities

- a. The outside agency will be responsible for maintaining liability insurance for their employees, which specifically covers them while working on-site, in the district facilities (district shall be held harmless for conduct/job performance of agency's staff)
- b. The outside agency will be responsible for ensuring that criminal background checks have been conducted on all staff who will work within the school district facilities; and will provide evidence of said background checks on request.

2. Staff Assignments

- a. The outside agency will notify the district prior to the start of school, when such services are initiated, or as such details change of:
  - i. the specific staff who will be working within the district and their schedule
  - ii. the specific role and responsibilities of their staff while working within the district
  - iii. an assurance that staff have training appropriate to their assigned position

3. Staff Conduct

- a. The outside agency shall ensure the district that their employees have been informed of their responsibility to:
  - i. ensure that their activities are consistent with district mission statement, life-long learning standards, and instructional philosophy
  - ii. Follow the district's standards of conduct for staff
  - iii. Sign in/out according to the buildings' established procedures
  - iv. Reserve communications with other parties involved (other agencies, families, etc.) to their own services and child-specific information. [Any personnel or programmatic concerns that cannot be resolved between the agency and district employees should be shared with their supervisor, who will in turn initiate contact with the school district regarding said concerns.]

**SCHOOL DISTRICT OF WEST DE PERE**  
**OUTSIDE AGENCY PERSONNEL WORKING IN SCHOOLS**

**4400 cont'd**

4. Agency Contact
  - a. A supervisory contact person will be identified for district administration should any potential personnel concerns or issues arise.
  - b. The outside agency shall be responsive to the district's personnel concerns
  - c. The district shall reciprocate the commitments in 4, a-b above
5. Appropriate Releases
  - a. Whenever outside agency staff are working directly with or on behalf of students, appropriate and district-approved Release of Information forms will be completed and on file within the district before access to student records (either paper or electronic) will be granted.
6. Termination of Agreement
  - a. Each agreement will be in effect for the remainder of that specific school year, or until the outside agency is notified in writing by the district of its termination of the agreement, or until the services are discontinued by the outside agency, or as otherwise specified in a separately signed, negotiated contract.

It may be beneficial/necessary for representatives of the district and outside agency to meet prior to the signing of a Letter of Agreement to address any specific details.

District staff responsibilities do not change with the addition of agency staff working within district facilities.

Access to district student records (paper or electronic) is dictated by the Release of Information form on file and building policy.

CROSS REFERENCE: 5120- Student Records

LEGAL REFERENCE: FERPA  
Section 118.125, Wisconsin Statutes

ADOPTED: 5/16/02

REVISED: 3/15/04, 6/20/05, 8/16/05

REVIEWED: 1/16/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRIEVANCE POLICY FOR DISTRICT EMPLOYEES**

4420

**Definitions:**

1. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety as defined below. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
  - A. the name and position of the grievant;
  - B. a clear and concise statement of the grievance;
  - C. the issue involved;
  - D. the relief sought;
  - E. the date the incident or alleged violation took place;
  - F. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
  - G. the signature of the grievant and the date.
2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within an act is to be done under this policy shall be computed by excluding the first day and including the last day.
3. A "grievant" is an employee defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work or improvement plans or corrective actions that do not include a reprimand or other adverse employment action.
6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure unless otherwise required by law.

**Procedures:**

**First Step**

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRIEVANCE POLICY FOR DISTRICT EMPLOYEES**

**4420 cont'd**

An employee who has been notified of termination may process the grievance commencing at Step 3.

**Second Step**

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

**Third Step**

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement to the District Administrator particularly describing the reason for appeal. The appeal must be submitted within ten (10) days of the decision in Step 2. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process, the matter shall be referred to the Board, which shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The oral or written statements of students, which would otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRIEVANCE POLICY FOR DISTRICT EMPLOYEES**

**4420 cont'd**

**Fourth Step**

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice in the District Office appealing the decision of the IHO within ten (10) days of the decision of the IHO. The Board of Education shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is required by law. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. The Board may conduct a hearing if it so determines or if required by law. A simple majority vote of the Board members participating in the review shall decide the appeal (unless a greater number is required by law) within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

**Timelines**

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

**Exclusive Remedy**

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

CROSS REFERENCE: Personnel Policies Handbook for Professional Teaching Staff, West De Pere Support Staff Personnel Policies Handbook

ADOPTED: 9/20/11

REVISED: 10/15/14

**SCHOOL DISTRICT OF WEST DE PERE**  
**PROFESSIONAL STAFF EVALUATION**

**4500**

The School District of West De Pere believes the evaluation of professional growth occurs through a collaborative effort that recognizes individual needs and district expectations. Staff productivity and morale is enhanced through fair and open evaluation. Evaluation affords staff and administration greater communication, clarifies job responsibilities and expectations, and increases opportunities for improvement through goal setting.

The School District of West De Pere utilizes evaluations of professional growth to promote an attitude of professionalism that engages staff to be active participants in their growth through the use of state Educator Effectiveness model. This evaluation process is designed to meet district expectations of quality performance.

The Board directs the Administration to aggressively assist new professional staff through both supervisory and staff development opportunities. New professional staff to the district shall be placed in support year 1 or 2 of the Educator Effectiveness-cycle. A minimum of two mini-observations will be conducted during the first year of employment with the district. A formal and definitive administrative recommendation shall be made upon completion of the first semester/trimester of the third probationary year. Principals shall submit such recommendations to the Superintendent for review. The Superintendent will then submit to the Board for a decision regarding the continuation of employment.

If the District determines that there is a need for a teacher to be more intensely supervised, the teacher shall be informed of this decision by written notice. The notice shall state the reason(s) for the need for the intensive supervision. Intensive supervision for purposes of this section shall mean that the teacher is going to be actively observed on a more intensive basis than the other teachers. The teacher shall be provided with a written plan of assistance, developed by the Administrator, and with input from the teacher. The length of the intensive supervision shall be part of the written plan of assistance.

CROSS REFERENCE: Personnel Policies Handbook  
Chapter PI 34 of Wisconsin Statutes

ADOPTED: 8/16/89

REVIEWED: 12/7/99

REVISED:10/19/00, 12/20/04, 4/17/12, 4/16/15, 6/21/17, 8/22/17

# WEST DEPERE SCHOOL DISTRICT PROFESSIONAL STAFF SUMMARY EVALUATION REPORT

4500 (R)

Staff:	Assignment:	
Pre-Observation Date:	Observation Date:	Post-Observation Date:

I. Planning and Preparation	Board Policy Job Description #s:	Teacher - 1, 2, 3, 5, 6 Instructional Resource Teacher - 1, 2, 5 Instructional Resource Coordinator - 1, 2, 5, 9 Counselor - 3, 5, 7(HS & MS) Psychologist - 1, 6, 7, 9, 11, 12	Not Observed	Does Not Meet District's Expectations	Meets District's Expectations
a. Demonstrates knowledge of content, standards, and benchmarks			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of content, prerequisite relationships, content pedagogy, standards and benchmarks					
b. Demonstrates knowledge of students			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of age group characteristics, varied learning approaches, skills, interests and cultural heritage.					
c. Demonstrates knowledge of resources			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of resources for teachers, students, and community. Budgetary planning and implementation.					
d. Designs coherent instruction			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesson plans, learning activities/structure, lesson unit/structure, instructional material/groups, and IEPs.					
e. Assesses student learning			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standards & Benchmarks match instructional goals, test results incorporated in instructional goals, and IEPs.					

Explanation:



## WEST DEPERE SCHOOL DISTRICT PROFESSIONAL STAFF SUMMARY EVALUATION REPORT

II. Learning Environment	Board Policy Job Description #s:	Teacher - 4, 8, 9, 10 Instructional Resource Teacher - Instructional Resource Coordinator - Counselor - Psychologist -	} General Expectation	Not Observed	Does Not Meet District's Expectations	Meets District's Expectations
a. Creates an environment of respect and rapport				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher interaction with students, student interaction, rapport of trust.						
b. Establishes a learning environment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content importance, student's pride in ones work, learning and achievement expectations.						
c. Manages classroom procedures				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of instructional groups, transitions, materials, and supplies. Performance of non-instructional duties. Supervision of volunteers and paraprofessionals.						
d. Manages student behavior				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student expectations, monitoring student behavior.						
e. Organizes physical space				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety, classroom arrangement, accessibility to learning and use of physical resources.						

Explanation:

# WEST DEPERE SCHOOL DISTRICT PROFESSIONAL STAFF SUMMARY EVALUATION REPORT

III. Instructional Practice / Techniques	Board Policy Job Description #s:	Teacher - 2, 6, 7, 14 Instructional Resource Teacher - 8, 9 Instructional Resource Coordinator - 8, 10 Counselor - 1, 2 Psychologist - 8, 10, 13	Not Observed	Does Not Meet District's Expectations	Meets District's Expectations
a. Uses effective communication skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral/written communication, directions and procedures, question quality, and discussion techniques.					
b. Engages student learning (self-directed learner)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content presentation, activities, assignments, student grouping, student participation, structure and pace. Cooperative learning techniques, applied academics, etc.					
c. Provides flexible and responsive feedback to students			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality: accurate, substantive, constructive, and specific, timeless. Lesson adjustment, responsive to students, IEPs, etc.					
d. Identifies and implements effective elements of lesson design			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review, identify lesson objective, modeling, guided practice, assess concepts covered/learned, re-teach missed concepts, closure, etc.					

Explanation:

## WEST DEPERE SCHOOL DISTRICT PROFESSIONAL STAFF SUMMARY EVALUATION REPORT

IV. Professional Responsibilities	Board Policy Job Description #s:	Teacher - 3, 6, 11, 12, 13, 15 Instructional Resource Teacher - 3, 4, 6, 7 Instructional Resource Coordinator - 3, 4, 6, 7 Counselor - 4, 6, 7(Elem), 8, 9, 10, 11, 12 Psychologist - 2, 3, 4, 5, 14, 15, 16, 17, 18, 19	Not Observed	Does Not Meet District's Expectations	Meets District's Expectations
a. Maintains accurate records			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains complete and accurate student academic records, non-instructional records, etc.					
b. Uses professional time management skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends staff meeting (faculty, department, team, and/or unit) and classes regularly.					
c. Reflects on teaching			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals, future teaching techniques, accuracy, decision making, etc.					
d. Communicates with family and community			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open communications on instructional programs, individual students, encourage parental involvement.					
e. Contributes to school and district			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colleagues, school service, participation in school and district committees and projects.					
f. Demonstrates professional growth/development and professionalism			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development and participation in district and individual professional growth development plans/ programs. Service to profession and students, advocacy, confidentiality, and life-long learner.					

Explanation:

**WEST DEPERE SCHOOL DISTRICT  
PROFESSIONAL STAFF  
SUMMARY EVALUATION REPORT**

**V. Evaluation Summary**  
(Strength, areas of concerns, recommendations, and/or overall performance)

_____	_____
Evaluator Signature	Date
<p><i>I have read the above report. I was given the opportunity to discuss this evaluation with my evaluator. I acknowledge the fact that there will be a copy of this placed in my personnel file. I understand that I have the right to rebut any statement in the above report. I also understand that failure to continually comply and meet the criteria set forth by the School District of West De Pere could result in a recommendation for dismissal or non-renewal of contract. My signature does not necessarily indicate or infer agreement with the above report. Additional remarks may attached.</i></p>	
_____	_____
Staff Signature	Date

**WEST DEPERE SCHOOL DISTRICT  
PROFESSIONAL STAFF  
SUMMARY EVALUATION REPORT**

Cc: Personnel File	Cross Ref: 4121 Teacher 4500 Professional Staff Evaluation 4270 Instructional Resource Coordinator 4271 Instructional Resource Teacher 4273 District Library Media Coordinator 4610 School Psychologist 4601 Elementary Guidance Counselor 4602 Middle School Guidance Counselor 4604 High School Guidance Counselor	Revised: March 28, 1994 August 17, 2000
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**ATHLETIC COACH**  
**PERFORMANCE EVALUATION REPORT**

**Coaching Assignment:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

1. Exceeds Expectations    2. Meets Expectations    3. Needs Improvement    4. Not Applicable or Not Observed

**Major Pre-Season Responsibilities:**

- Cooperates with other coaches regarding off season conditioning programs, and encouraging athletes to try out for other sports.
- Holds a pre-season meeting with students to inform them of the philosophy for the program, rules, and regulations.
- Written policy/rules of coaches expectations for participation.
- Conducts a parent night to explain philosophy, policies, timelines, etc.
- Medical clearance of all participants, prior to practicing.
- Insurance verification of all participants prior to practicing.
- Obtained participation contracts from all participants, and their parents, prior to practicing.
- Submitted the three items listed above to the Activities Office, along with a complete list of participants prior to the first practice so that students may be checked for WIAA eligibility.

**Major Areas of Responsibility:**

**Administrative:**

- Is familiar with, and supportive of athletic policies at WDPHS, the WDP School District, and the WIAA as pertaining to your sport.
- Is supportive of WDP school district policies regarding academics, attendance, and citizenship.
- Cooperates with the Athletic Director, other administrators, teachers, and fellow coaches, in an attempt to upgrade the total athletic program.
- Accepts and implements athletic department policies and decisions.
- Complies with meeting dates, start times and other administrative deadlines.
- Management of school budget.
- Follows purchasing procedures.
- Maturely accepts constructive criticism and recognition.
- Keeps A.D. informed of any problems before, during or after all practices and contests.
- Deals appropriately with unexpected situations as they arise.
- Assists the A.D. in pre-game preparations.
- Evaluates and rates officials in conjunction with the A.D.
- Does not allow coaching to interfere with teaching responsibilities.
- Follows proper procedures for excusing students from school for activities.

**Parents-Community:**

- Cooperates with parents, the news media, the Sports Booster Club, and the community as a whole to ensure good public relations for the program and the total athletic program.
- Refrains from contacting the Sports Booster Club without the consent and support of the A.D.
- Conduct outside of school.

**Facilities & Equipment:**

- Issue equipment to students, keeping records of issued items.
- Oversees the overall safety conditions of the facility, or area where assigned to practice and play.
- Care of equipment and school facilities.
- Is cooperative in sharing facilities if necessary.

**Coaching Relationships:**

- Supervises assistant coaches, assigning them specific duties, and conducts staff meetings as required.
- Rapport with other coaches.
- Participation in coaching clinic and related in-service programs.
- Works cooperatively with middle school coaches in support of the overall program.

**Program & Technical Expertise:**

- Willing to devote the time and energy necessary to coach at the high school level.
- Knowledge of game rules and fundamentals.
- Is prompt, organized and well prepared for practice and contests.
- Supervision of team from the time they report to practice until they leave school at the conclusion of the contest/activity.
- Rapport with players.
- Maintains quality discipline within the program.
- Ability to improve player performance.
- Maintains suitable level of expectations for the individual athlete.
- Encourages good health habits in team members, including a sound training program.
- Maintains a properly supplied first aid kit and emergency cards for participants.
- Maintains interest in the program throughout the student body in order to maintain participation levels.
- Provides an atmosphere conducive to good sportsmanship, and teaches students to use legitimate and ethical ways to compete.
- Promotes respect by example through manners, behavior, language, dress and conduct.
- Personal conduct at games toward players, officials and spectators.
- Judgment
- Leadership

**Areas of Strength:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Areas Needing Improvement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Head Coaches Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall Performance:**       Satisfactory       Unsatisfactory  
**Recommendation:**       Continue Employment       Non-Renewal

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Signature of A.D.

\_\_\_\_\_  
Date

**SCHOOL DISTRICT OF WEST DE PERE**  
**PI34 EDUCATOR PLAN**

4525

As of August 1, 2004, the State of Wisconsin has implemented new rules governing educator preparation and licensing. Chapter PI34, Wisconsin Administrative Code, has been introduced to define quality teaching and quality leadership for learning as authorized in the federal Elementary and Secondary Education Act (ESEA) also known as “No Child Left Behind.”

The act refers to “highly qualified teachers” in both Title I and Title II. For Title I, any teacher hired after the enactment of the bill ( January 8th, 2002) must be “highly qualified,” and all teachers teaching “core academic subjects” must be highly qualified by the end of the 2005-06 school year. Title II funds may be used to ensure that all teachers meet these requirements through professional development or partnerships with colleges or universities.

In Wisconsin, the term “highly qualified” means that a teacher meets all of the requirements of PI34 for the subjects and levels that they teach. The state’s requirements include but are not limited to, a bachelor’s degree, completion of an approved licensing program, and a competency-based exam called the “Praxis I: Pre- Professional Skills Tests” ( PPST) approved by the state superintendent in the areas of reading, writing and mathematics.

**PI34.17 (2)** contains three school district requirements for PI34 educators, including teachers, administrators, and student service personnel. The School District of West De Pere also requires the fourth item listed below.

- 1) The PI34 educator shall receive on-going orientation from the employing school district that is collaboratively developed and delivered by school boards, administrators, teachers, support staff, and parents.
- 2) The PI34 educator shall be provided support seminars by the employing school district that reflect the standards in subsection II, and the mission and goals of the district.
- 3) The PI34 educator shall be provided with a qualified mentor by the employing school district. The mentoring period may be for less than the five years.
- 4) The PI34 educator will attend all cohort and monthly meetings as scheduled by the school district and mentor.

**PI34 Educator Professional Development Plan Philosophy**

The PI34 Educator Professional Development Plan is designed to assist in the development of initial educators in accordance with the PI34 state requirements. The intent of the program is to provide support to initial educators to help build success along with a solid foundation of professional skills that address the Wisconsin teaching standards as educators move through the district’s three year probationary period.



**Objectives of the Initial Educator Professional Development Plan**

In order to assist in the development of a PI34 educator's skills and professional competence, the School District of West De Pere will provide a safe environment to foster continued professional competence and growth. The intent of this program should improve student achievement, increase the number of initial educators who remain in the profession, and continue to develop the "highly qualified" staff in West De Pere.

The plan will provide a mentor for each educator hired under the terms defined as "PI34 educator" by the district. (Any educator with 0 – 3 years teaching experience new to the School District of West De Pere)

**First Year**

During the first year, PI34 educator support will address strategies for competence in the profession along with a focus on classroom management. The program will also assist in the development of a PDP (Professional Development Plan). Creation of the PDP for submission to the DPI will begin during the first year of the program and continue into the fall of the second year.

**Second Year**

During the second year, the program will address the PI34 mandates and assist in the completion of the PDP by October 1. Second year cohorts will address methods that help the initial educator teach for understanding and utilize appropriate assessment tools through research based methods for developing student capacity.

**Third Year**

Year three will address differentiated instructional strategies that strengthen students' individual learning needs and further research into other areas previously discussed.

Mentors will assume the role of peer coach (not supervisor or evaluator), meet standards of "highly qualified," and participate in district directed activities. Mentors and initial educators are expected to attend cohort meetings and participate in other activities which may be a part of the induction program. Monthly individual meetings with the initial educator(s) and mentors will be scheduled and a log of such meetings (kept by the mentor) will be kept in written format. The cohort administrators will request the written log as evidence of on-going meetings and activities. Administration will serve as cohort directors for three years and establish a calendar of events for their group that provides guidance and support for the district and DPI requirements for initial educators.

**Levels of Support**

**Level 1:**

Level 1 support may include, but is not limited to be an educator in the same grade level or department. The roles and responsibilities of level 1 include the day to day support mentees such as:

**SCHOOL DISTRICT OF WEST DE PERE**  
**P134 EDUCATOR PLAN**

**4525 cont'd**

- Orientation to the building
- Acquisition of classroom and necessary teaching materials
- Classroom design and layout
- Building and district procedures/processes

West De Pere staff will provide support and assistance to initial educators as they become acclimated to the district culture of the West De Pere school community.

**Level 2:**

An instructional mentor is a “highly qualified” educator, who researches and implements “best practices” within the classroom. Instructional Mentors may be in a different grade level or department area as the focus of their mentor’s role is the conceptual understanding and demonstration of the Wisconsin Teaching Standards, not specific content. However, every effort will be made to match a qualified mentor from the same instructional area and building.

Instructional Mentors will work closely with both the Principals and the Director of Instruction to provide PI34 educators with instructional support. In addition, Instructional Mentors may be assigned more than one initial educator.

Instructional Mentor characteristics may include:

- Reflective Practices that help guide instruction and professional behavior
- Strong interpersonal skills
- Confidentiality and trust
- Demonstrated Life-long learner
- Outstanding instructional practice, classroom management, knowledge of assessment and instructional differentiation strategies (job description Policy 4127)

Educators who believe they possess these qualifications and are interested in becoming an Instructional Mentor should submit a letter of interest to the building administrator.

**Instructional Mentor Training Process**

Each Instructional Mentor will:

- 1) Be selected through an interview process facilitated by the building principal.
- 2) Attend an initial Mentor Training Session.
- 3) Follow the mentor job description (Policy 4127)

ADOPTED: 2/21/05

REVISED: 8/16/05, 4/16/07

**SCHOOL DISTRICT OF WEST DE PERE**  
**ELEMENTARY SCHOOL COUNSELOR**

**4601**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:**

1. To assist elementary students in three major areas of development: learning, personal/social, and career/vocational. These are the types of functional life competencies each person must attain in order to learn, achieve academic success, and prepare for a satisfying and productive career.
2. To provide information to parents, teachers, and administration that is needed to assist students in their development.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
4. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
5. Provide individual counseling in educational, personal, social and vocational needs. (Teacher referral, self-referral, parent referral, counselor initiated).
6. Direct small groups weekly as needed for personal, social and vocational needs. (Teacher referral, self-referral, parent referral, counselor initiated).
7. Develop curriculum for career education, Alcohol and Drug and Protective Behavior programs.
8. Teach Career Education based upon the District Plan.
9. Teach Alcohol and Drug curriculum based upon the District Plan.
10. Teach protective behavior classes.
11. Teach Human Development topics as appropriate.
12. Maintain and provide information in the following categories:
  - A. Parenting- Provide information to parents when needed or requested and provide referrals to community resources.
  - B. Careers- Maintain and update comprehensive information regarding developmental awareness of careers and needed skills. Assume a leadership role in developing new curricula including concepts, objectives, and activities.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ELEMENTARY SCHOOL COUNSELOR**

**4601 cont'd**

- C. Alcohol and Drug- Maintain and update comprehensive information regarding alcohol use/abuse including community resources for children and their families.
  - D. Protective Behavior- Maintain and update comprehensive information regarding developmental awareness of sexual abuse.
13. Be available for consultation with teachers, parents, administrators, and school psychologist or any qualified individual or agency as they relate to elementary school students within the school district.
  14. Develop, maintain, and update Career Education curricula.
  15. Develop, maintain, and update Developmental Guidance Program.
  16. Confer with middle school counselor regarding outgoing students.
  17. Act as the site's School Assessment Coordinator, including following all DPI testing policies and procedures.
  18. Be responsible for the completion of all make-up tests for any State testing program.
  19. Serve as a member of the IEP-team for Children With Disabilities (CWD) students and be active in the placement of students into other programs.
  20. Be involved in staff consultations and parental conferences and participate in diagnostic evaluations for students in the CWS, "at risk" or other special programs.
  21. Coordinate Section 504 evaluations and maintain/review 504 plans for elementary students.
  22. Meet with all new staff to explain the role of the student services office.
  23. Be available for consultation with parents privately and in parenting groups relevant to parenting elementary students.
  24. Participate in PTO meeting as requested.
  25. Participate in grade or class meetings as requested.
  26. Such other duties as may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year at a minimum of every third year thereafter.

CROSS REFERENCE: 4500- Professional Staff Evaluation

ADOPTED: 12/21/89

REVISED: 8/19/93, 5/20/99, 7/15/02, 5/17/04, 12/20/04, 3/21/05, 2/21/12, 9/18/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**INTERMEDIATE SCHOOL COUNSELOR**

**4601.5**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:**

1. To assist intermediate school students in three major areas of development: learning, personal/social, and career/vocational. These are the types of functional life competencies each person must attain in order to learn, achieve academic success, and prepare for a satisfying and productive career.
2. To provide information to parents, teachers, and administration that is needed to assist students in their development.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community
2. Possess and demonstrate strong interpersonal communication skills
3. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
4. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
5. Provide individual counseling in educational, personal, social and vocational needs. (Teacher referral, self-referral, parent referral, counselor initiated)
6. Direct small groups weekly as needed for personal development and/or special needs i.e., at risk or crisis prevention, school, family and/or community trauma.
7. Develop curriculum for career education, Alcohol and Drug and Protective Behavior programs.
8. Teach protective behavior classes.
9. Teach Human Development topics as appropriate.

**SCHOOL DISTRICT OF WEST DE PERE**  
**INTERMEDIATE SCHOOL COUNSELOR**

**4601.5 cont'd**

10. Maintain and provide information in the following categories:
  - A. Parenting - Provide information to parents when needed or requested and provide referrals to community resources.
  - B. Careers - Maintain and update comprehensive information regarding developmental awareness of careers and needed skills. Assume a leadership role in developing new curricula including concepts, objectives, and activities.
  - C. Alcohol and Drug - Maintain and update comprehensive information regarding alcohol use/abuse including community resources for children and their families.
  - D. Protective Behavior - Maintain and update comprehensive information regarding developmental awareness of sexual abuse.
11. Be available for consultation with teachers, parents, administrators, and school psychologist or any qualified individual or agency as they relate to intermediate school students within the school district.
12. Develop, maintain, and update Career Education curriculum.
13. Develop, maintain, and update Developmental Guidance Program.
14. Confer with the elementary school counselor regarding incoming students.
15. Confer with the middle school counselor regarding outgoing students.
16. Act as the site's School Assessment Coordinator, including following all DPI testing policies and procedures.
17. Be responsible for the completion of all make-up tests for any State testing program.
18. Serve as a member of the IEP-team for Students With Disabilities (SWD) students and be active in the placement of students into other programs.

**SCHOOL DISTRICT OF WEST DE PERE**  
**MIDDLE SCHOOL COUNSELOR**

**4602**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:**

1. To assist in three major areas of development: learning, personal/social, and career/vocational. These are the types of functional life competencies each person must attain in order to learn, achieve academic success, and prepare for a satisfying and productive career.
2. To provide information to parents, teachers, and administration that is needed to assist students in their development.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
4. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
5. Serve as a member of the Team Leader's group, with up to twenty-four (24) hours outside the normal school day per year.
6. Be available to counsel students in the areas of educational, vocational, social and personal concerns. The counseling sessions may be initiated by teachers, administrators, parents, outside agencies and students.
7. Schedule and provide orientation for all new students to the district.
8. Meet with students who receive deficiencies and failing grades. Resolve any scheduling conflicts and make appropriate changes according to individual student needs.
9. Meet with students who receive repeated referrals for disciplinary reasons and with suspended students and develop a plan of action, as necessary or requested by administration.
10. Assist in monitoring students progress and when appropriate, be active in the placement of these students in appropriate programs i.e., "at risk", gifted and talented, special needs, etc.
11. Assist in planning and organizing the orientation for incoming and outgoing students. The orientation should include meeting with parents, scheduling and general orientation of school.

**SCHOOL DISTRICT OF WEST DE PERE**  
**MIDDLE SCHOOL COUNSELOR**

**4602 cont'd**

12. Make periodic visits to classrooms when requested by teachers, or administration to discuss careers, occupations, testing or other special concerns relevant to student services.
13. Serve as the instructor and/or coordinator for the Middle School Life Skills education program. Be involved in planning and development of Life Skills education material used in the Exploratory Program.
14. Serve as a facilitator in the support group program or as personal or social “crisis” occur.
15. Be knowledgeable of the general trends and requirements for vocational-technical schools and colleges and universities. This knowledge should be shared with students and parents at appropriate times such as orientation or during group meetings before scheduling for classes.
16. Be available for consultation with teachers, parents, administrators, and school psychologist or any qualified individual or agency as they relate to Middle School students within the school district.
17. Confer with elementary school counselor regarding incoming students.
18. Act as the site’s School Assessment Coordinator, including following all DPI testing policies and procedures.
19. Be responsible for the completion of all make-up tests for any State testing program.
20. Assist in the opinion surveys used in any exploratory program.
21. Serve as a member of the IEP-team for Children With Disabilities (CWD) students and be active in the placement of students into other programs.
22. Be involved in staff consultations of parental conferences and participate in diagnostic evaluations for students in the CWD, “at risk” or other special programs.
23. Coordinate Section 504 evaluations and maintain/review 504 plans for middle school students.
24. Meet with new staff to explain the role of the student services office.
25. Be available for administratively approved meetings with parents or community agencies during the school day and or before or after school hours.
26. Provide information or material to the school newspaper, newsletter, announcements and bulletin boards as they relate to student services activities.
27. Occasionally become involved in high school activities or informational meetings and inservices as they relate to general student services activities.
28. Serve as a member of the Crisis Team.
29. Maintain current knowledge in the field of student services and counseling by reading professional literature and attending appropriate conferences and workshops.
30. Be an advocate of children of the school district.
31. Such other duties as may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.



**SCHOOL DISTRICT OF WEST DE PERE**  
**MIDDLE SCHOOL COUNSELOR**

**4602 cont'd**

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook.

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 4500- Professional Staff Evaluation

ADOPTED: 12/21/89

REVISED: 8/19/93

REVIEWED: 4/1/99

REVISED: 7/15/02, 5/17/04, 12/20/04, 3/21/05, 2/21/12, 9/18/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**HIGH SCHOOL COUNSELOR**

**4604**

**QUALIFICATIONS:**

1. Must meet the requirements as set forth by the Wisconsin Department of Public Instruction.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:**

1. To assist students in three major areas of development: learning/educational, personal/social, and career/vocational. These are the types of functional life competencies each person must attain in order to learn, achieve academic success, and prepare for a satisfying and productive career.
2. To provide information to parents, teachers, and administration that is needed to assist students in their development.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the district and in compliance with Wisconsin law.
4. Participate as a team to implement the philosophy and goals of the District, school and department.
5. Counsel with students/parents regarding academic career planning.
6. Assist students in setting up schedules leading to career goals.
7. Primary manager of student schedule changes, requests and schedule conflict resolutions.
8. Facilitate testing and interpretation of testing results.
9. Facilitate educational placement to college and technical college.
10. Coordinate alternative educational experiences for eligible students, which includes West Academy, Trades Career Academy, Bellin Health Academy and Early College Credit Program.
11. Plan and facilitate academic and scholarship materials, including attendance at award ceremonies.
12. Provide individual, small group, and large group counseling activities.
13. Assist special needs students.
14. Coordinate student needs through the Student Assistance Team.
15. Provide referral services for students and parents.
16. Facilitate screening and follow up on SOS curriculum used by the high school health program.

**SCHOOL DISTRICT OF WEST DE PERE**  
**HIGH SCHOOL COUNSELOR**

**4604 cont'd**

17. Individual academic career planning conference with all students.
18. Monitor the Career Portfolio and post-secondary employment/education recommendations.
19. Provide field opportunities for college, technical college and job placement students, and arrange for students to meet with representatives.
20. Possess and demonstrate strong skills in using online career exploration programs, such as Xello (new name for Career Cruising).
21. Interpret career inventory tests with all students.
22. Post and update school website and social media.
23. Hold class meetings as needed to notify students of pertinent information.
24. Communicate with parents, students, teachers, and administration to coordinate calendar and all related student services.
25. Be available for consultation with teachers, parents, administrators, and school psychologist or any qualified individual or agency as they relate to high school students within the school district.
26. Confer with middle school counselor regarding incoming students.
27. Be responsible for the completion of all make-up tests for any State testing program.
28. Serve as a member of the IEP- team for Children With Disabilities (CWD) students and be active in the placement of students into other programs.
29. Be involved in staff consultations and parental conferences and participate in diagnostic evaluations for students in the CWD, at risk or other special programs.
30. Maintain and review 504 plans for high school students.
31. Work with District Assessment Coordinator to coordinate, schedule, administer and facilitate all aspects of Advanced Placement Testing.
32. Be available for administratively approved meetings with parents or community agencies during the school day and or before or after school hours.
33. Such duties as may be determined by the administrative staff within parameters of the personnel policies handbook, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at a minimum of every third year thereafter.

CROSS REFERENCE: 4500-Professional Staff Evaluation

ADOPTED: 12/21/89

REVIEWED: 7/15/93

REVISED: 8/19/99, 7/15/02, 12/20/04, 3/21/05, 2/21/12, 9/18/12, 4/11/18

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL SOCIAL WORKER**

**4608**

**QUALIFICATIONS:**

1. Education: Master's Degree in Social Work with DPI School Social Work Certification (#50)
2. Experience: One to three years of experience in School Social Work.

**REPORTS TO:** Director of Student Services

**JOB GOAL:** School social workers actively address barriers within the child, home, school and community that interfere with student achievement. School social workers support on time graduation and improve the overall attendance rate of the student population by addressing barriers to school attendance including mental health issues. AODA issues, poverty, McKenney Vento/homeless status and bullying through school social work initiatives.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with and provides intervention to students individually or in small groups to assist them with a wide range of personal/social concerns such as family conflicts, peer conflicts, alcohol and other drug abuse, community conflicts, self-harm tendencies, anger management, issues related to school.
2. Promotes efforts on diversity, established best practices and utilizes skills to remove barriers for students of diverse backgrounds.
3. Creates a favorable professional impact on students, parents, community, and other employees.
4. Provides timely and easily accessible services to students and their families in poverty or in urgent/crisis situations.
5. Coordinates attendance interventions within the schools which may include home visits.
6. Assists students and their families in accessing appropriate community agencies and service providers to address personal/social and mental health needs.
7. Provides collaboration among student/family/school/community to facilitate meeting needs of students and their families.
8. Supports students with behavior issues and assists staff and parents with behavior management.
9. Participates in IEP team meetings as needed for students with disabilities.
10. Provides staff development and staff consultation designed to support the learning of students.
11. Actively supports student learning by decreasing barriers to education.
12. Works as a member of the student services team.
13. Submits required reports promptly and accurately.
14. Reports on time and works purposely for the duration of each workday.
15. Establishes priorities to make effective use of all work time.
16. Strives to create a favorable professional impact on students, parents, community, and other employees.

**SCHOOL DISTRICT OF WEST DE PERE      4608 cont'd**  
**SCHOOL SOCIAL WORKER**

17. Educates staff, provides referral assistance and coordinates timely reports to Child Protective Services as needed.
18. Supports school wide and individual behavior interventions.
19. Promotes school safety through development and participation in threat assessment training and anti-bullying programs.
20. Consistently operates in a knowledgeable and professional manner regarding District policies and State and Federal rules and regulations.
21. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
22. Perform all other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook.

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year and at minimum of every third year thereafter.

CROSS REFERENCE: 4500- Professional Staff Evaluation

ADOPTED: 7/16/15

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL PSYCHOLOGIST**

**4610**

**QUALIFICATIONS:**

1. Meets requirements as established by the Wisconsin Department of Public Instruction.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services

**JOB GOAL:** To enable students to reach their greatest potential so they can become fulfilled and productive community members.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Policy Administration
  - A. Assist administration when requested in developing and recommending policies that will provide an appropriate level of services to District students.
  - B. Assist in developing and recommending administrative procedures for the identification, evaluation, programming, placement, monitoring and reevaluation of special education students.
  - C. Assist in developing and recommending policies and procedures for students who are in and remain in regular classroom placement.
4. Conflict Resolution
  - A. Be available to work with parents, administrators, staff and students to solve problems as they arise.
  - B. Maintain open communications with all to help solve problems.
5. Staff Development
  - A. Assist in the recruitment and orientation of new staff members.
  - B. Provide staff in-service for the special education and regular education staff as appropriate.
6. School-Community Relations
  - A. Provide opportunities for two-way communication between the school and the community.
  - B. Communicate appropriately with community agencies that are also involved with the students in the District. These agencies include those in the public and private sectors such as mental health services, medical services, social services and law enforcement services.
7. Curriculum
  - A. Be available when requested to provide input regarding curriculum issues.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL PSYCHOLOGIST**

**4610 cont'd**

- B. Bring issues that appear to be curriculum-related to the attention of the appropriate administrator.
- 8. Communication
  - A. Maintain open lines of communication with staff, students, parents and administrators.
  - B. Communicate with appropriate District administrators regarding issues and developments affecting the school system.
  - C. Maintain contact with other school psychologists in the area and state in order to discuss issues regarding students, education and the field of school psychology.
- 9. IEP Team Functioning
  - A. Administer and interpret individual psycho-educational and other tests as appropriate for those students referred.
  - B. Act as an IEP team member on reevaluations as necessary or as requested.
  - C. Coordinate IEP team evaluations of those students who were referred due to concerns raised during the preschool screening.
  - D. Write and file a report on each student evaluated.
  - E. Conduct evaluation and process for early entry requests.
- 10. Non-Special Education Referrals
  - A. Administer and interpret individual psycho-educational and other tests as appropriate on those students who have been referred.
  - B. Refer those students when appropriate for an IEP team evaluation or refer them to an appropriate outside agency.
- 11. Consultation
  - A. Be available to regular education staff, special education staff, parents and administrators to discuss problems a child might be having. As a result, the child could be observed in the classroom, interviewed by the psychologist, referred for further evaluation in the school system, or referred to an outside agency.
  - B. Be available to the staff to assist in setting up classroom or individual behavior modification programs.
  - C. Be available to the administrative staff to discuss issues involving the delivery of school psychological services.
  - D. Consult with counselors, administrators and others regarding the District's universal screening and progress monitoring assessment plans.
  - E. Serve as a member of the progress monitoring and intervention development and documentation teams in each building where assigned.
  - F. Be available to provide assistance and support during building data review and analysis meetings.
- 12. Treatment
  - A. Provide individual treatment as determined on a case-by-case basis.
  - B. Accept appropriate referrals, including those made by teachers, parents, physicians, administrators, counselors and students who self-refer.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL PSYCHOLOGIST**

**4610 cont'd**

- C. Administer group counseling and group activities in coordination with the regular education teacher, special education teacher, the appropriate Building Administrator, and the school counselor.
  - D. Make referrals for further evaluation or for treatment as determined on a case-by-case basis.
  - E. Contact parents of students to determine responsibility for making appointments for further evaluation and/or treatment.
  - F. Identify and implement evidence- based academic and behavioral interventions to support the needs of all students in each building where assigned.
13. Other Responsibilities
- A. Maintain appropriate records pertaining to students with whom the school psychologist had been involved. Attend Board of Education committee meetings as requested by administrators.
14. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
15. Perform all job duties and tasks consistent with generally accepted professional and ethical standards.
16. Such other duties as may be determined by the administrative staff within parameters of the master agreement. Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester/trimester during the first, second, and third year at a minimum of every third year thereafter.

CROSS REFERENCE: 4500- Professional Staff Evaluation

ADOPTED: 4/17/89

REVISED: 5/20/99, 7/15/02, 2/21/05, 3/20/12



**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT SAFETY COORDINATOR**

**4615**

**QUALIFICATIONS:**

1. Must have knowledge of OSHA safety regulations common to the educational environment.
2. Experience in employee safety training and in working with or as a member of an emergency response agency.
3. Possess and demonstrate strong interpersonal communication skills (oral and written) and project a positive and courteous attitude and image to the staff, students, and community.
4. Computer experience with word processing and spreadsheet applications.
5. Able to work with minimal supervision.
6. Able to recognize and make recommendations to resolve safety-related issues.
7. Practical knowledge of building safety committees.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** District Administrator

**JOB GOAL:** To coordinate the District's employee safety program. General responsibilities include the planning of employee safety training procedures and maintenance of safety practices in District operations.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Provide training in hazard analysis, accident investigation, proper lifting techniques, ladder use, and techniques necessary to injury prevention.
4. Ensure that building safety representatives keep required safety records, such as MSDSs.
5. Attend required safety workshops and conferences.
6. Be responsible for investigating work-related accidents.
7. Be responsible for collaborating with the District School Nurse related to safety/health issues.
8. Be responsible for coordinating of all safety-related functions between the District and the insurance company.
9. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
10. Such other duties as may be determined by the administrative staff within parameters of the master agreement, Board of Education policies, state statutes, and administrative rules.

**TERMS OF EMPLOYMENT:** 12 months.

**EVALUATION:** Performance of this job will be formally evaluated at least once every three years by the District Administrator.

**ADOPTED:** 1/17/08

**SCHOOL DISTRICT OF WEST DE PERE**  
**MAINTENANCE MANAGER/DIRECTOR OF GROUNDS**

**4619**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. High degree of organization, self initiative and accuracy in work performed.
3. Possess and demonstrate management abilities.
4. Hold a valid Wisconsin Driver's License.
5. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Business Manager or Designee

**JOB GOAL:** To provide services necessary in the management of district facilities to function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of district and building goals.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Meet with the Business Manager regularly. Communicate pertinent facility issues.
4. Coordinate and communicate with principals/directors pertinent facility issues.
5. Assist principals, directors, and custodians on any immediate/long term facility projects;
  - Meet with contractors/explain work to be performed.
  - Assist Business Manager in bidding process.
  - Complete requisitions when needed.
  - Ensure maintenance projects are completed in a timely/orderly manner so not to interfere with school functions.
  - Follow up and inspect work after the project is completed, making sure it fulfills the districts expectations.
6. Work with the Business Manager to identify the most cost effective energy saving projects.

**SCHOOL DISTRICT OF WEST DE PERE**  
**MAINTENANCE MANAGER/DIRECTOR OF GROUNDS**

**4619 cont'd**

7. Apply for energy saving grants.
8. Address current maintenance or cleaning issues that may arise and follow up to ensure that any identified deficiencies are resolved.
9. Meet with the cleaning contract service manager regularly.
10. Address cleaning issues that may arise.
11. Perform semi-monthly building inspections.
12. Cooperate with activities director on activities needs.
13. Address exterior facility issues during the school with activities director or building principal.
14. Address lawn care issues.
15. Address snow removal issues.
16. Assist food service when needed.
17. Give monthly safety talks to facility personnel.
18. Serve as workers compensation coordinator.
19. Fill in for maintenance staff when needed.
20. Monitor school calendar when supervising and coordinating cleaning services.
21. Assist Business Manager in district safety coordinator responsibilities regarding all activities related to the safety and health concerns of the district.
22. Maintain professional competence through staff development and activities provided by the District and in compliance with Wisconsin law.
23. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Business Manager.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 2/18/09

REVISED: 12/19/12, 6/18/14, 7/30/14, 1/11/21

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NURSE**

**4620**

**QUALIFICATIONS:**

1. Licensed registered nurse.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services

**JOB GOAL:**

1. To assist students with health needs in each school on a regularly, scheduled basis; counsel with students, parents and school personnel concerning a child's health needs; and assist in making referrals to appropriate medical authorities, if so desired.
2. To be available to work within the educational process so as to encourage students and staff to obtain optimal level of health by the identification and intervention of actual or potential health problems and to utilize health education to promote informed decision making that would maintain or lead to an optimal level of health.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the district in compliance with Wisconsin law.
4. Work with community resources to provide health screening for students. (i.e. vision and hearing screening)
5. Maintain district immunization records and other district student health records.
6. Provide health education services to school administrators and personnel.
7. Maintain and coordinate student medication dispensing. Update staff on medication side effects.
8. Provide health services to students with special physical, emotional or developmental needs and attend IEP meetings when necessary.
9. Work with staff to develop health curriculum by participating on the district health committee and human growth and development committee.
10. Provide classroom instruction to students on pertinent health issues.
11. Provide first aid services to students as needed.
12. Maintain supplies needed for emergency situations for the district.
13. Work as a community liaison to remain current on health trends (e.g. AOTDA issues; all prevention programs).
14. Develop policies and procedures relating to nursing services for the district.
15. Develop and maintain a nursing services annual budget.
16. Review and evaluate health services on a yearly timeline.

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL NURSE**

**4620 cont'd**

17. Complete and file an annual 30 day report to the Health Department by the 40th day.
18. Provide annual in-service training to staff and coaches in communicable disease and bloodborne pathogens.
19. Maintain a partnership with the De Pere Community Health Department in order to provide health programs to the School District of West De Pere.
20. Train staff on emergency first aid procedures and CPR.
21. Serve as a member of the WDP Health and Wellness Team and attend wellness steering committee meetings.
22. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 9-10 months (school year). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Director of Student Services and/or Principal.

CROSS REFERENCE: 5400.3- Student Health and Emergency Nursing Services

LEGAL REFERENCE: Wisconsin Statutes 115.001(11) and 120.13(11)  
PI 3.51- Administrative Code

ADOPTED: 11/18/02

REVISED: 11/15/11, 8/21/12

**SCHOOL DISTRICT OF WEST DE PERE**  
**WELLNESS COORDINATOR**

**4622**

**QUALIFICATIONS:**

1. Must be a strong advocate of wellness activities and encourage employees to participate and see the value of participation.
2. Must attend monthly wellness steering committee meetings with an open mind, bringing your ideas/suggestions to the meetings. Additional meetings may come up throughout the year.
3. Must be aware of what your co-workers are looking for in terms of wellness.
4. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Student Services

**JOB GOAL:** To enhance employees' health and well being by creating an environment that supports healthful lifestyle choices and providing opportunities, tools, and resources to help employees become full partners in managing their health.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
4. Perform tasks to implement the Employee Health and Wellness Program plan (i.e. wellness activities, lunch-n-learn, plan document pieces, design of wellness campaign)
5. Participate in preparing the Health and Wellness plan document
  - Compile data and information
  - Update information when necessary
6. Find speakers for various wellness campaigns/activities
  - Determine speaker, time, date, location of presentation
  - Serve as the main contact for these activities
7. Assist in the communication of Health and Wellness plan to the School District of West De Pere
  - Bring ideas/thoughts of how to communicate the plan to steering committee
  - Bring any additional data needed for the communication of the plan.
8. Assist in the creation of communication pieces
  - Wellness plan document
  - Wellness campaigns/activities
  - Health Risk Assessments
9. Assist in the organization of Wellness fairs
  - Creation of educational pieces

**SCHOOL DISTRICT OF WEST DE PERE**  
**WELLNESS COORDINATOR**

**4622 cont'd**

- Contact information/brochures of various wellness vendors
  - Post communication pieces
  - Create and maintain schedule
10. Assist in preparing a program budget (i.e. equipment, incentives, speakers, vendors)
11. Such other duties as may be determined by the administrative staff within parameters Board of Education policies, staff handbooks, state statutes, and administrative rules

**Wellness Team Co-Chairs**

The individuals who are selected to be Co-Chairs of the Wellness Team will have some additional responsibilities and time commitments. The duties will include:

- Coordinate and lead the Wellness Team through the formation, planning, development, recommendation and implementation of the Health and Wellness program.
- Work with the Director of Student Activities to plan and develop the Wellness Team agenda and activities.
- Schedule meetings, plan agendas and chair the Wellness Team meetings.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook for Professional Teaching Staff

**EVALUATION:** Performance of this job will be formally evaluated at least once every three years by the Director of Student Activities.

**ADOPTED:** 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**ENGLISH LANGUAGE LEARNER (ELL) TEACHER**

**4630**

**QUALIFICATIONS**

1. Must hold a valid Wisconsin teaching certificate in the area of employment.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Building Administrator/Director of Student Services

**JOB GOAL:** To use instructional and supervisory skills to promote the educational development of English Language Learners students within the school community.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Plan and implement a program of study which strives to implement the philosophy and goals of the District, the department, team, or unit.
4. Use appropriate ELL assessment tools, and data to implement instructional practices which are consistent with existing district/state standards, benchmarks, and federal and state legal requirements.
5. Meet and instruct assigned classes in the location and the time designated.
6. Establish and maintain a classroom environment that is conducive to learning, appropriate for the maturity and interest level of the students, and consistent with District policy.
7. Prepare for assigned classes and give written evidence of preparation as required by the immediate supervisor.
8. Provide Director of Student Services with monthly documentation of ELL department activities.
9. Assess the accomplishments of students and provide progress reports as required.
10. Identify and make accommodations for the unique needs of ELL students; consult and cooperate with District regular education teachers in assessing and helping ELL students meet these needs.
11. Maintain accurate and complete student records of academic progress and English Language acquisition proficiency.
12. Communicate with parents regarding student progress and/or behavior as needed and at parent/teacher conferences.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
15. Attend staff meetings and in-services as required during the contract day.



**SCHOOL DISTRICT OF WEST DE PERE**  
**ENGLISH LANGUAGE LEARNER (ELL) TEACHER**

**4630 cont'd**

16. Attend monthly meetings with the Director of Student Services.
17. May volunteer to serve on committees and to participate in sponsorship of student activities.
18. Seek out and strive to use current ELL instructional practices and work with classroom teachers to implement current ELL instructional practices to meet the needs of students in their classrooms.
19. Provide professional development opportunities to district staff personnel on ELL issues and the cultural differences of our student population.
20. Work with the Director of Student Services to review and implement the annual Title III section of the ESEA grant.
21. Such other duties as may be determined by the administrative staff within the parameters of the master agreement, Board of Education policies, state statutes, and administrative rules.

TERMS OF EMPLOYMENT: As per Personnel Policies Handbook for Professional Teaching Staff or Letter of Agreement.

EVALUATION: At minimum, performance of this job will be evaluated in writing each semester during the first and second year at a minimum of every third year thereafter.

CROSS REFERENCE: 2220- High School Principal  
4500- Professional Staff Evaluations  
4121- Teacher

ADOPTED: 6/23/03  
REVISED: 11/15/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**K-8 ACTIVITIES COORDINATOR**

4734

**QUALIFICATIONS:**

1. Must meet the requirements as established by the Wisconsin Department of Public Instruction and any other qualifications as may be specified by the Board of Education.
2. Must possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Must possess the certification required to fill a teacher vacancy within the School District of West De Pere.

**Additional Preferred Qualifications:**

1. Knowledge of and/or training in athletic programs.
2. Previous successful athletic coaching experience at either the middle school or high school level.
3. Demonstrated leadership in the building, organizing, running, and performance in coordinating co-curricular activities.

**REPORTS TO:** Director of Student Activities and Middle School Assistant Principal

**JOB GOAL:** To utilize effective leadership, supervisory, organizational, and human relation skills to promote the coordination of the K-8 co-curricular programs in the School District of West De Pere.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Assist Student Councils in the development of Spirit Week program.
4. Encourage and maintain parental involvement in co-curricular activities.
5. Work with parent groups to promote co-curricular activities.
6. Assist the District's Director of Student Activities by supervising the K-8 co-curricular program and how the program(s) will transition into the high school co-curricular program(s).
7. Be responsible for scheduling all co-curricular contests, securing of officials and staff workers, and record keeping for payroll purposes.
8. Coordinate the use of facilities among the various co-curricular teams.
9. Administrate and implement training rules in coordination with administrators and coaches.
10. Supervise and keep a current inventory of all co-curricular equipment and supplies.
11. Arrange transportation for all co-curricular events.
12. Assume responsibility for assuring the preparation of facilities for co-curricular contests.

**SCHOOL DISTRICT OF WEST DE PERE**  
**K-8 ACTIVITIES COORDINATOR**

**4734 cont'd**

13. Share supervisory responsibilities at co-curricular contests in cooperation with the administrative staff or game manager.
14. Assist the Director of Student Activities in hiring process, evaluation process and professional development training opportunities of co-curricular coaches/advisors.
15. Be responsible for all eligibility lists, physical exam cards, state report forms, tournament entry forms, expense vouchers, etc.
16. Assist the Director of Student Activities in the development of the co-curricular budgets and supervise all co-curricular requisitions.
17. Report to the Director of Student Activities for district-wide coordination of co-curricular activities.
18. Understand and incorporate the proper administrative chain of command and refer all requests or grievances through the proper channels.
19. Attend school board meetings as required.
20. Be an active participant in the Brown County Middle School League to include attendance at all meetings.
21. Supervise and develop training opportunities for all coaches and monitor participation.
22. Conduct co-curricular matters in keeping with the policies of the Board of Education, the due process rights of the students and staff, and be responsible for communicating all of the above K-8 coaches and staff.
23. Perform other duties that are self-initiated or that may be assigned by the Director of Student Activities and the Middle School Associate Principal.

TERMS OF EMPLOYMENT: 9 months a year. Salary, benefits, and terms of the contract to be annually determined by the Board of Education. An extended contract of five (5) additional days may be required for summer duties at the rate listed in the Master Agreement. Salary will be at a rate provided by the Master Agreement (Appendix B).

EVALUATION: Performance of this job will be evaluated annually by the District's Director of Student Activities and Middle School Associate Principal/Designee, a minimum of every three years.

ADOPTED: 5/21/08

**SCHOOL DISTRICT OF WEST DE PERE**  
**HEAD ATHLETIC COACH**

4735

**QUALIFICATIONS:**

1. Possess a working knowledge of the fundamentals and rules of the assigned sport.
2. Previous successful head coaching experience, or currently an assistant in a successful program.
3. knowledge of the technical aspects of the sport and ability to continually examine new theories and procedures pertinent to the field, to include up to date clinic experience.
4. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
5. Possess current first aid, CPR certification, or other required certification (ASEP).
6. Such alternatives that the administration and school board find appropriate.

**REPORTS TO:** Student Activities Director

**SUPERVISES:** Assistant Coaches as assigned.

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Have a thorough knowledge of all the athletic policies approved by the West De Pere Board of Education and be responsible for communicating information to the staff of the sports program.
4. Have knowledge of existing system, state, and league regulations; implement the same consistently and interpret them for staff. Attend all district, conference and WIAA meetings as directed.
5. Understand the proper administrative line of command and refer all requests or grievances through proper channels. Beware of all public/staff/departmental meetings that require attendance.
6. Respect the integrity and individual differences of each participant.
7. Establish the fundamental philosophy, skills, and techniques to be taught by program staff. Design conferences, clinics, and staff meetings to insure staff awareness of the overall program.
8. Train and inform staff, encourage professional growth by encouraging clinic attendance according to local clinic policy.
9. Delegate specific duties, supervise implementation, and at seasons' end, analyze staff effectiveness and evaluate all high school coaches in their sport.

**SCHOOL DISTRICT OF WEST DE PERE**  
**HEAD ATHLETIC COACH**

**4735 cont'd**

10. Maintain discipline and work to increase morale and cooperation.
11. Assist the Student Activities Director in scheduling, providing transportation and requirements for tournament and special sport events.
12. Assist in preparation of scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance, school employees, and other coaching staff.
13. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, eligibility, personal insurance, and WDP participation contract.
14. Provide proper safeguards for maintenance and protection of assigned equipment sites.
15. Advise the Student Activities Director and recommend policy, method, or procedural changes.
16. Assist in the interviewing of coaches.
17. Explain and provide training rules and regulations of the sport to each athlete.
18. Give consistent attention to a student's athlete's grade point, attendance, and citizenship.
19. By being present at all practices, games and while traveling, provide assistance, guidance and safeguards for each participant.
20. Follow procedures and policies concerning injuries, medical attention and emergencies.
21. Ensure that all injuries are dealt with in a manner that places the welfare of the student first. Complete paperwork on all disabling athletic injuries on proper forms and submit to the athletic trainer within 24 hours.
22. Supervise and direct student managers and statisticians.
23. Determine discipline, delineate procedure concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropping or becomes ineligible. Provide written information to the Student Activities Director.
24. Assist capable athletes in pursuing opportunities both scholastically and athletically at the post-secondary level.
25. Participate in the budgeting function with the Student Activities Director by establishing requirements for the next season. Recommend equipment guidelines as to type, style, color or technical specifications in writing. Be responsible for operating within budget appropriations.
26. Be accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records concerning the same in writing.
27. Model sportsmanship, dress, and behavior, and hold participants to the same standards.
28. Cooperate with all other coaches in promoting participation in other activities.
29. Permit the athletes to only be in authorized areas of the building at the appropriate times.
30. Examine locker rooms before and after practices and games, check on general cleanliness, and safety of the facility. Be responsible for cleanliness and maintenance of specific sport equipment.
31. Be responsible for team athletes until leaving the facility after all contests/practices unless otherwise supervised.

**SCHOOL DISTRICT OF WEST DE PERE**  
**HEAD ATHLETIC COACH**

**4735 cont'd**

32. Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
33. Instill in each player a respect for equipment and school property, its care and proper use.
34. Organize parents, coaches, players, and guests for pre-season meetings, where you will explain all programs, building district, and WIAA policies to participants and parents.
35. Promote the sport through the school and community. (Exp. news media programs, etc.)
36. Be responsible for the quality, effectiveness, and validity of any oral or written release to local media.
37. Be responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, and fans.
38. Present information to news media concerning schedules, tournaments, and results.
39. Perform such other duties which may be assigned by the Student Activities Director/Principal.
40. Provide the Student Activities Office with the following items:
  - A complete and accurate roster for all levels within the program.
  - Traveling rosters before departure on every trip.
  - Season re-cap, including records and athletes receiving postseason recognition.
41. Encourage positive student-teacher/staff relations.
42. responsible for the program K-12, to include assisting the Student Activities Director in the acquisition and evaluation of coaches.
43. Keep the Student Activities Director apprised of any problems or concerns associated with the program.
44. Route all requests for maintenance (other than routine) through the Student Activities Director.
45. Route all requests for funding of projects, equipment, etc., through the Student Activities Director prior to submitting these requests to booster clubs or the Phantom Foundation.
46. Responsible for the payment of all fines or other monetary sanctions resulting from your negligence while performing duties for the district (ie parking fines).

TERMS OF EMPLOYMENT: Year to year appointment. Salary as per Master Agreement.

EVALUATION: Performance of this job will be evaluated by the Student Activities Director.

ADOPTED: 9/17/98

REVISED: 12/15/03

**SCHOOL DISTRICT OF WEST DE PERE**  
**ASSISTANT ATHLETIC COACH**

4736

**QUALIFICATIONS:**

1. Possess a working knowledge of the fundamentals and rules of the assigned sport.
2. knowledge of the technical aspects of the sport and ability to continually examine new theories and procedures pertinent to the field, to include up to date clinic experience.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Possess current first aid, CPR certification, or other required certification (ASEP).
5. Such alternatives that the administration and school board find appropriate.

**REPORTS TO:** Head Coach

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Have a thorough knowledge of all the athletic policies approved by the West De Pere Board of Education.
4. Have knowledge of existing system, state, and league regulations; implement the same consistently. Attend all district conferences, and WIAA meetings as directed.
5. Understand the proper administrative line of command and refer all requests or grievances through proper channels. Be aware of all public/staff/departmental meetings that require attendance..
6. Respect the integrity and individual differences of each participant.
7. Maintain discipline and work to increase morals and cooperation.
8. Assist in preparation of scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance, school employees, and other coaching staff.
9. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, eligibility, personal insurance, and WDP participation contract.
10. Provide proper safeguards for maintenance and protection of assigned equipment sites.
11. Advise the Student Activities Director and recommend policy, method, or procedural changes.
12. Explain and provide training rules and regulations of the sport to each athlete.
13. Give consistent attention to a student athlete's grade point, attendance, and citizenship.
14. By being present at all practices, games and while traveling, provide assistance, guidance and safeguards for each participant.

**SCHOOL DISTRICT OF WEST DE PERE**  
**ASSISTANT ATHLETIC COACH**

**4736 cont'd**

15. Follow procedures and policies concerning injuries, medical attention and emergencies.
16. Ensure that all injuries are dealt with in a manner that places the welfare of the student first. Complete paperwork on all disabling athletic injuries on proper forms and submit to the athletic trainer within 24 hours.
17. Supervise and direct student managers and statisticians.
18. Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropping or becomes ineligible. Provide written information to the Student Activities Director.
19. Assist capable athletes in pursuing opportunities both scholastically and athletically at the post-secondary level.
20. Model sportsmanship, dress, and behavior, and hold participants to the same standards.
21. Cooperate with all other coaches in promoting participation in other activities.
22. Permit the athletes to only be in authorized areas of the building at the appropriate times.
23. Examine locker rooms before and after practices and games, check on general cleanliness, and safety of the facility. Be responsible for cleanliness and maintenance of specific sports equipment.
24. Be responsible for team athletes until leaving the facility after all contests/practices unless otherwise supervised.
25. Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
26. Instill in each player a respect for equipment and school property, its care and proper use.
27. Promote the sport through the school and community. (Exp. news media programs, etc.)
28. Be responsible for the quality, effectiveness, and validity of any oral or written release to local media.
29. Be responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, and fans.
30. Present information to news media concerning schedules, tournaments, and results.
31. Perform such other duties which may be assigned by the Student Activities Director.
32. Provide the Student Activities Office with the following items:
  - A complete and accurate roster of all levels within the program.
  - Traveling rosters before departure on every trip.
33. Encourage positive student-teacher-staff relations.
34. Keep the Student Activities Director apprised of any problems or concerns associated with the program.
35. Route all requests for maintenance (other than routine) through the Student Activities Director.
36. Route all requests for funding of projects, equipment, etc., through the Student Activities Director prior to submitting these requests to booster clubs or the Phantom Foundation.
37. Responsible for the payment of all fines or other monetary sanctions resulting from your negligence while performing duties for the district (ie parking fines).



**SCHOOL DISTRICT OF WEST DE PERE**  
**ASSISTANT ATHLETIC COACH**

**4736 cont'd**

TERMS OF EMPLOYMENT: Year to Year appointment. Salary as per Master Agreement.

EVALUATION: Performance of this job will be evaluated by the Head Coach and Student Activities Director.

ADOPTED: 12/15/03

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRADES 5-8 ATHLETIC COACH**

**4738**

**QUALIFICATIONS:**

1. Possess a working knowledge of the fundamentals and rules of the assigned sport.
2. Possess knowledge of the technical aspects of the sport and ability to continually examine new theories and procedures pertinent to the field, to include up to date clinic experience.
3. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
4. Possess current first aid, CPR certification, or other required certification (ASEP).
5. Such alternatives that the administration and school board find appropriate.

**REPORTS TO:** Head Coach

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Have a thorough knowledge of all the athletic policies approved by the West De Pere Board of Education.
4. Understand the proper administrative line of command and refer to all requests or grievances through proper channels. Be aware of all public/staff/departmental meetings that require attendance.
5. Respect the integrity and individual difference of each participant.
6. Maintain discipline and work to increase morale and cooperation.
7. Assist in preparation of scheduled sport events or practices and shear to scheduled facility times. Coordinate program with maintenance, school employees, and other coaching staff.
8. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, eligibility, personal insurance, and WDP participation contract.
9. Provide proper safeguards for maintenance and protection of assigned equipment sites.
10. Explain and provide training rules and regulations of the sport to each athlete.
11. Give consistent attention to a student's athlete's grade point, attendance, and citizenship. Promptly communicate issues related to such with the parent/guardian of the student athlete.
12. By being present at all practices, games and while traveling, provide assistance, guidance and safeguards for each participant.
13. Follow procedures and policies concerning injuries, medical attention and emergencies.

**SCHOOL DISTRICT OF WEST DE PERE**  
**GRADES 5-8 ATHLETIC COACH**

**4738 cont'd**

14. Ensure that all injuries are dealt with in a manner that places the welfare of the student first. Complete paperwork on all disabling athletic injuries on proper forms and submit to Grades 5-8 Activities Coordinator within 24 hours.
15. Supervise and direct student managers and statisticians.
16. Model sportsmanship, dress, and behavior, and hold participants to the same standards.
17. Cooperate with all other coaches in promoting participation in other activities.
18. Permit the athletes to only be in authorized areas of the building at the appropriate times.
19. Examine locker rooms before and after practices and games; check on general cleanliness, and safety of the facility.
20. Be responsible for cleanliness and maintenance of specific sport equipment.
21. Be responsible for team athletes until leaving the facility after all the contests/practices unless otherwise supervised.
22. Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
23. Instill in each player a respect for equipment and school property, its care and proper use.
24. Promote the sport through the school and community.
25. Provide the Grades 5-8 Activities Coordinator with the following items:
  - A complete and accurate roster for all levels within the program.
  - Traveling rosters before departure on every trip.
26. Encourage positive student-teacher/staff relations.
27. Keep the Grades 5-8 Activities Coordinator apprised of problems or concerns associated with the program.
28. Route all requests for maintenance (other than routine) through the Grades 5-8 Activities Coordinator.
29. Maintain an accurate attendance roster and submit records to Grades 5-8 Activities Coordinator at the completion of the season.
30. Properly fit and equip each student athlete prior to practice/competition.
31. Perform such other duties which may be assigned by the Grades 5-8 Activities Coordinator.

**TERMS OF EMPLOYMENT:** Year to Year appointment. Salary as per Master Agreement.

**EVALUATION:** Performance of this job will be evaluated by the Head Coach and Grades 5-8 Activities Coordinator.

**ADOPTED:** 10/16/06

**SCHOOL DISTRICT OF WEST DE PERE**  
**FACILITIES OPEN GYM SUPERVISOR**

**4740**

**QUALIFICATIONS:**

1. Full-time employee of the School District of West De Pere.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
3. Possess current first aid and CPR certification.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principals

**JOB GOAL:** To provide a safe and orderly environment during open gym hours in the respective building.

**PERFORMANCE RESPONSIBILITIES:**

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills.
3. Be responsible for opening and closing the facility as it relates to security.
4. Be in the immediate area when the gym is being used in order to provide active supervision.
5. Verify that proper equipment is brought in to be used for the activity, if necessary.
6. Demonstrate a commitment to the school district and its philosophies and goals by attitudes and actions.
7. Perform other duties as assigned or as judgment or necessity dictates by the building level administration.

**TERMS OF EMPLOYMENT:** As per Personnel Policies Handbook for Professional Teaching Staff when open gym hours are utilized.

**EVALUATION:** Performance to be evaluated as needed by the Principal.

**ADOPTED:** 4/16/15

**SCHOOL DISTRICT OF WEST DE PERE**  
**MILITARY SERVICE, JURY DUTY AND WITNESS DUTY**

**4800**

Recognizing that employees may be subject to military service, jury duty obligations and/or witness duty, the School District of West De Pere shall subscribe to all federal and state laws regarding such leaves.

It shall be a general policy of the district to assist the employee in delaying such obligations for times other than student contact days.

It shall also be the general policy of the district to maintain insurance benefits for employees subject to these leaves for the duration of the obligation.

Salary for employees on jury duty will be maintained at the usual rate with the understanding that the employees involved will reimburse the district the amount of compensation received as juror pay.

Salary for military obligations will be subject to a two-week limitation and with the provision that the equivalent military compensation be reimbursed to the district.

It shall also be the general policy of the district that while employees may utilize personal or vacation leave to offset military or jury duty obligations, it shall be the policy of the district not to allow employees to utilize sick, family, or professional improvement leave to offset time due to such military or jury duty obligations.

LEGAL REFERENCES: Federal Veterans' Reemployment Rights Act (VRRRA)  
Wisconsin Statutes 45.50, 45.51

CROSS REFERENCES: Personnel Policies Handbook for Professional Teaching Staff  
WDP Support Staff Personnel Policies Handbook

ADOPTION: 12/20/90  
REVIEWED: 12/7/99  
REVISED: 10/15/14