

WAUNAKEE COMMUNITY SCHOOL DISTRICT

**WAUNAKEE COMMUNITY MIDDLE SCHOOL ASSOCIATE PRINCIPAL (60%)
AND SUMMER SCHOOL COORDINATOR (40%)**

Job Description

- QUALIFICATIONS**
- 1) Certification as required by the State of Wisconsin.
 - 2) Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: School Principal and Superintendent

GENERAL FUNCTIONS:

The Waunakee Community Middle School Associate Principal/Summer School Coordinator, under the supervision of the principal and superintendent is responsible for the discipline, attendance and supervision of students as assigned by the principal. He/She is also responsible for administration of the summer school program, including planning and coordination, program implementation, building and staff supervision and reporting. The associate principal is expected to carry out the duties identified within this document and all other duties that may be assigned in a manner that will meet the standards established by the superintendent and the Board of Education.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. Leadership

The middle school associate principal will:

1. Support the vision for the school that is articulate by the middle school principal and aligned with the vision for the district.
2. Collaborate with the middle school principal to create and cultivate safe and positive school culture and climate for students and staff.
3. Involve staff in shared decision-making under administrative leadership
4. Work with the building level principal and staff to develop and support building level goals that reflect the educational objectives of the district.
5. Collaborate with the principal to develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.
6. Support the established chain of command and associated responsibilities.
7. Identify and delegate responsibilities and leadership to staff in the area of co-curricular assignments.
8. Gather input and data from staff on his/her own performance.
9. Support a partnership with the principal to provide positive leadership or students and staff.

B. Summer School Coordination

The summer school coordinator principal will:

1. Planning and Coordination
 - a. Collaborate and coordinate with administrative team members to support all activities related to summer school.
 - b. Create and coordinate orientation materials and activities for summer school staff.
 - c. Serve as contact resource person for questions regarding summer school program.
 - d. Establish class lists. (i.e. calendar for registration cut-offs – enrollment deadlines, etc.)
 - e. Organize/establish registration schedule – Publish in Waunakee tribune
 - f. Prepare summer school class catalog/handbook.
 - g. Recruit and hire non-district staff after a specified/established internal application date has passed.
 - h. Set final schedules – class and busing
 - i. Collect/organize/disseminate final staffing lists.
 - j. Develop/oversee building budgets with building principals.
 - k. Revamp/revise course offerings for enrichment at elementary level.
 - l. Coordinate Summer School Ad hoc Committee.
 - m. Provide curriculum oversight for summer school program – Coordinate curriculum development in cooperation with Director of Instruction
 - n. Coordinate overall summer school registration including preparation of necessary forms etc.
 - o. Work with the summer school administrative support position to ensure on-line summer school database is complete and accurate.
 - p. Schedule appropriate health training in-service time for summer school health related concerns/duties (School Nurse – Dan Carter?)
2. Program Implementation
 - a. Maintain ongoing communication with involved administrators.
 - b. Maintain a general oversight of the summer school budgets
 - c. Monitor the processes for staff and student attendance.
 - d. Support communication between the administrators, summer school curriculum coordinators and staff members.
 - e. Organize/conduct summer school staff orientation – (Booklet/packet).
3. Building and Staff Supervision
 - a. Supervise K-6 staff and students during summer school.
 - b. Articulate responsibilities and provide orientation to summer schools taff.
 - c. Oversee K-6 summer school staff attendance.
 - d. Oversee required K-6 student reports (for parents and student records).
 - e. On-site supervision of staff/students – June/July and review/organize calendar for district office support during July.
 - f. Supervise summer school administrative assistant
 - g. Final decision related to summer school programs/staff/student attendance-discipline.

- h. Coordinate summer school teacher check out at end of each session and collect necessary information for DPI report.
- 4. Reporting
 - a. Compile, prepare, disseminate and maintain required summer school reports as required by state and Federal regulations and Board of Education policies.
 - b. Complete DPI report and prepare summary reports for District Administrator/Board of Education.

C. Human Relations

The middle school associate principal will:

1. Involve staff in fostering a safe and positive school climate.
2. Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
3. Involve parents/guardians, teachers, and students in gathering and disseminating information related to school and district programs and policies.
4. Develop and employ constructive problem-solving strategies with students, staff, supervisors and colleagues in the district.
5. Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
6. Promote positive relationships with students, parents/guardians and staff.

D. Personnel

The middle school associate principal will:

1. Supervise and evaluate instructional staff by implementing established district procedures.
2. Participate in the interviewing and recommendation process as requested by the principal.
3. Carry out the educational agreement as it related to personnel.
4. Provide leadership and direction for effective teaching practices by:

E. Student Activities

The middle school associate principal will:

1. Create and maintain a positive learning environment for students
2. Participate in creating, implementing and communicating expectations, procedures, and practices.
3. Organize and schedule student activities,
4. Collaborate with the principal in organizing and assigning staff to ensure proper direction and supervision of student activities.
5. Provide leadership for the maintenance, assessment and improvement of co-curricular activities.
6. Encourage and support student participation in school-sponsored activities.
7. Collaborate with staff and the principal to establish opportunities for parent/guardian and community involvement in school programs and activities.

F. School Management

The middle school associate principal will:

1. Implement district policy as it related to students, parent/guardians and staff.
2. Provide information or prepare required reports or forms to the building principal, directors and superintendent.
3. Recommend physical plant improvements to the principal

G. Professional and External Relations

The middle school associate principal will:

1. Serve as advocate for early adolescent learners and appropriate middle level education
2. Participate in professional activities on a local, state and national level.
3. Remain current in and promote research and practices related to early adolescent learners, middle level education and instructional leadership
4. Develop relationships with community agencies and activities to support the school program.

H. Other Duties as Assigned

The middle school associate principal will:

1. The middle school principal will serve as the principal in the absence of the building principal and perform all other duties as assigned.

Legal Ref.: Sections 118.24 Wis. Stats.
121.02(1)(a)
PI3, Wisconsin Administrative Code
PI8.01(2)(a)+(q)

Adopted: 1/13/86

Revised: 4/22/91
March 1994
May 10 1999
June 7 1999
October 2006

Waunakee Community School District