



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	MG21 School Director
Department / Location:	MG21
Reports to:	Superintendent
Employees Supervised:	MG21 staff
Classification:	12-month
Status:	Exempt
Created / Revised:	July 1, 2025
Board Approved:	August 12, 2025

Position Summary

Under the direction of the Superintendent, the school director is the operational leader and administrator of the Charter School. The school director is responsible for school functions, including programs and strategic plan of the organization, fundraising, marketing, school budgets, staffing infrastructure and community involvement and outreach of the Charter School. The school director is also the liaison between the Governance Board, the Superintendent and the Board of Education.

The school director is a reflective practitioner who helps promote the growth and development of themselves and the school. They serve as the pedagogical and behavioral collaborative leader responsible for school functions, including school curriculum oversight, staff and teacher reviews, leading the school behavior plan, and parent communication. The position reports directly to the Governance Board and the District Superintendent. The school director preserves the vision and mission of MG21.

MG21 utilizes a shared leadership model for decision-making and collaboration. ("Shared leadership" means a leadership approach in which educators have autonomy to design, create, and make decisions in areas impacting student success).

The School Director's job is to facilitate the Shared Leadership model through

1. Fostering a collaborative culture based on consensus decision making.
2. Promoting equity of voice.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Achieving School Mission and Vision

1. Works collaboratively with the Governance Board, administration, staff, students, parents, District, and other stakeholders to fulfill the organization's mission. Develops policies and procedures with the Staff, Governance Board, and the District, and ensures compliance with all applicable District and State policies;
2. Develops policies and procedures with the Staff, Governance Board, and the District, and ensures compliance with all applicable District and State policies;
3. Facilitates the development of strategic plan development in collaboration with the Governance Board to ensure that the organization can successfully fulfill its mission into the future.
 - a. Proposes relevant priorities and implements annual action plans that align with the school's multi-year strategic plan.
4. Reviews data and policies with the Governance Board to assure adherence to charter and school goals;
5. Creates opportunities for staff to collaborate and innovate in order to meet student needs;
 - a. Collaborates with staff on curriculum and leads efforts to align curriculum with 6-12 priority competencies;
 - b. Collaborates with staff to measure student academic and social-emotional growth;
 - c. Works with staff to collaboratively evaluate the effectiveness of school programs and policies to ensure they meet student needs;
6. Utilizes restorative practices and community building to build relationships with students, staff, families, and community create a positive school climate;
7. Oversees training and professional development for MG21 staff.

Community Engagement

1. Represents the school in a positive and professional manner and acts as the key leadership representative of the school community
2. Oversees the development of promotional materials;
3. Oversees the recruitment and admissions of students;
4. Networks with other charter schools and school-related organizations;
5. Identifies opportunities for the Governing Board to engage in school promotion and outreach;
6. Collaborates and builds relationships with stakeholders and within the community;
7. Collaborates and networks with District colleagues, the community, and other stakeholders to effectively utilize the resources and expertise available.

Administration

1. Responsible for the fiscal integrity of the organization;
 - a. Creates annual school budget, manages purchasing, and consistently communicates with MGSD Business Services personnel;
 - b. Establishes fundraising goals with the Governance Board;
2. Writes grants and identifies fundraising opportunities;
3. Maintains a strong working relationship with the MGSD administration;
 - a. Participates in District Admin meetings and Principal's meetings;
4. Maintains appropriate records including student academic and attendance records;
5. Oversees field trips, parent events, graduation, and other school-wide events as needed;
6. Provides the Governing Board and District with timely and appropriate reports

- concerning school finances and student achievement;
- 7. Ensures school property is well maintained;
- 8. Contracts with various providers for needed services;
- 9. Works with District staff concerning transportation, food service, and other needs;
- 10. Works with the Governing Board members and staff to develop job descriptions, review applications, conduct interviews, and make hiring decisions;
- 11. Implements the teacher and staff evaluation systems in accordance with local and state requirements and makes appropriate recommendations relative to personnel retention, promotions, and dismissal;
- 12. Provides appropriate support and coaching for staff;
- 13. Responsible for the implementation of school-wide behavior management and discipline.
 - a. Supports the development and implementation of individual behavior plans;
 - b. Works with Student Support Team;
- 14. Works with staff to coordinate Restorative Justice practices, implementation, and PD;
- 15. Responsible for required reports to DPI;
- 16. Co-creates school calendar and schedule with staff;
- 17. Co-creates routines and procedures that promote student success; and
- 18. Utilizes the Shared Leadership model to effectively distribute and delegate administrative duties with others

Communication

- 1. Informs the Governing Board regarding any issues that affect the school and compliance with the charter;
- 2. Serves as a liaison between the Governing Board and District;
- 3. Provides families with timely information regarding student performance;
- 4. Serves as a liaison with families to communicate about safety concerns regarding student behavior; works with families, staff, and students to address and resolve conflicts;
- 5. Surveys students and parents to determine their level of satisfaction with the school;
- 6. Effectively communicates relevant and important information to staff, i.e. by leading all staff meetings

Professionalism

- 1. Models and collaboratively promotes rigorous expectations, mutual respect, concern, and empathy for students, staff, families, and community;
- 2. Develops and maintains a growth mindset by seeing errors as an opportunity to improve and actively seeks feedback from colleagues at all levels to lead in a constructive and proactive manner;
- 3. Creates and fosters a positive work environment;
- 4. Demonstrates a strong work ethic;
- 5. Maintains appropriate confidentiality concerning students and staff.
- 6. Remains knowledgeable about developments in the field of education;
- 7. Engages in professional development for purposes of forwarding the school's vision as well as personal growth.

Knowledge, Skills and Abilities

- 1. Knowledge of diversity.
- 2. Ability to establish and maintain effective relationships with staff and public.
- 3. Ability to effectively supervise the work of others.
- 4. Working knowledge of using technology to transform teaching and learning.
- 5. Knowledge of instructional and educational theories, trends, strategies, principles, and practices.
- 6. Knowledge of supervisory and management theory, principles, and techniques.

7. Skilled in leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities.
8. Skilled in problem analysis.
9. Skilled in organizational oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, and monitoring project deadlines.
10. Skilled in delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, and using subordinates appropriately.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Requirements

1. The person in this position needs to be able to move about inside the school building to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

Education and Experience

1. Master's Degree in School Administration or closely related field required.
2. Five or more years of successful teaching experience.

Licenses and Certifications

1. Valid Wisconsin Principal license or evidence of eligibility to be licensed as a Principal in Wisconsin required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.