



**THE SCHOOL DISTRICT OF  
NORTH FOND DU LAC**

**ADMINISTRATOR  
GUIDE**

# **DISTRICT PURPOSE**

*We will...dedicate our work to serve, inspire, and Champion ALL NFDL students through love, laughter, and empathy, in a culture that creates intentional experiences for others (students, staff, families, community) SO that... together we will grow through meaningful relationships and reach high levels of achievement as WE passionately learn to become the best versions of ourselves. LET'S FLY!*

**“Working Together for the Success of All”**

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[www.nfdlschools.org](http://www.nfdlschools.org)

**THE SCHOOL DISTRICT OF NORTH FOND DU LAC**  
**ACKNOWLEDGMENT OF RECEIPT OF**  
**ADMINISTRATOR GUIDE**

*A copy of this Acknowledgement (signed by you) will be placed in your personnel file*

I acknowledge that I have received and reviewed a copy of the School District of North Fond du Lac Policies and Administrator Guide. I understand that it is my responsibility to read the Guide and seek clarification from the district administrator's office if I do not understand any portion of the Guide or the corresponding policies. I understand that this Guide states the School District of North Fond du Lac's policies and procedures in effect on the date of publication. I also understand that these policies and procedures will be reviewed on a continual basis and may change.

I understand that the Guide is not a contract or a guarantee of future employment, future benefits or a binding contract with the School District of North Fond du Lac. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, in the policies contained in the Guide, or individual written employment agreement approved by the School Board, my employment is at will for the first three years of my employment and beginning in the fourth year I will be afforded due process and appropriate just cause if I am to be terminated or non-renewed by the School District of North Fond du Lac

Finally, I understand that it is very important that I return this acknowledgement no later than September 15<sup>th</sup> to the District Office. If I fail to return this acknowledgement signed, I understand that my employment will be in jeopardy.

\*In addition to the Guide, I acknowledge that I have reviewed and completed the following trainings located on the Pitch (Staff Resource) Website:

***Blood Borne Pathogens***

***Student Confidentiality***

***Mandatory Reporting***

Employee Signature: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Policies On-Line

*Make sure to review all policies, specifically Section 3000*

All Policies that govern employment in the School District of North Fond du Lac are available online at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>. Section 3000 contains the majority of policies that relate to Professional Staff. An Administrator is responsible for being familiar with all policies that pertain to employment and expectations of an Administrator in the District.

Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **4310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

## Appendix

*Beginning after the Guide is the Appendix with all the supporting documents and financial information that are referenced and associated with the Administrator Guide. The following policies and documents are included in the Guide:*

- Calendars for 2023 – 2024
  - District Family
  - Treffert Way Family
  - Staff
- Administrative Leadership Organization
- Hiring Practices Guide
- Purchasing Instructions
- Transportation Agreements – School Vehicle and Personal Vehicle
- Family Savings Plan Information

# **Administrator Guide Introduction**

## **Overview - Summary**

The School District of North Fond du Lac (District) Administrator Guide (Guide) is an outline of policies and procedures that are designed to support an environment that creates hope, provides stability, allows for compassion and fosters trust for all administrators, educators and associates.

***The School District of North Fond du Lac's staffing mission is to serve the educational, social and emotional needs of all the students in our community through creating an environment that promotes professionalism, allowing the District to recruit, attract, hire, develop and maintain a world-class education and support staff.***

# Administrator Code of Conduct

Adapted from the American Association of School Administrators

The School District of NFDL is a proponent of and practices the Strengths Philosophy and Servant Leadership. In order to fulfill the mission of meeting the needs of our students, the District has adopted the *Administrator Code of Ethics*. *These principles are a collection of statements that set the high level of expectations the School District of North Fond du Lac expects of each administrator (administrator defined as a professionally licensed administrator that is employed as an administrator in the District) as he or she performs the necessary tasks to help all staff and students succeed.*

To these ends, the educational leader subscribes to the following statements of standards.

1. Makes the education and well-being of students the fundamental value of all decision making.
2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Follows local, state and national laws.
5. Works with the District Administrator to implement the Board's policies and administrative rules and regulations.
6. Avoids using his/her position for personal gain through political, social, religious, economic, or other influences.
7. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
8. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
9. Accepts responsibility and accountability for one's own actions and behaviors.
10. Commits to serving others above self.

**Related Policies:** Available online at - [www.nfdlschools.org](http://www.nfdlschools.org)

# **Benefits**

## **Health and Dental**

The District will make available group health and dental insurance plans to each educator who is employed for at least 50% employment and who meets the insurers' eligibility requirements. Educators employed 50% - 69% will be eligible for a single health and dental insurance plan. All educators with 70% - 100% will be eligible for a family health and dental insurance plan. Unpaid voluntary leave extending over 30 days will result in loss of benefits. The Board of Education, through input from the Insurance Committee reserves the right to change insurance plans, insurance benefits, and insurance carriers. Taking unpaid leave will have an impact on the educator's cost of insurance.

**\*Addendum and clarification with current process (2023):** *Educators beginning with NFDL will be eligible for insurance on the first inservice day. Educators leaving prior to the end of the school year will retain insurance through the end of the month. Educators leaving at the end of the school year will retain insurance through August.*

## **Flexible Spending Plans**

The District will offer a Cafeteria Plan under IRS Code Section 125 for a flex benefit plan.

## **Family Savings Plan**

Employees interested in waiving insurance may be eligible for the Family Savings Plan. \*Those receiving cash in lieu prior to Jan 1st 2022 will be grandfathered in.

## **Life Insurance**

The District will offer life insurance as an option at administrator expense.

## **Long-term Disability**

The District will provide long-term disability insurance to all administrators at the District's expense.

## **Post-Employment Benefit**

1. Eligibility criteria and procedures
  - Must have accumulated at least fifteen (15) years of District service.
  - Must have reached the minimum age of fifty-seven (57) by August 31 following the employee's last workday.
  - Submitted a retirement letter to the Board of Education and District Administrator by March 15<sup>th</sup>.
2. To be paid into a HRA in equal annual installments over 5 years and used for the purchase of health insurance or qualified expenses. Eligibility at retirement establishes the benefit amount.
  - Family/Dependent \$12,600 annually (\$63,000)
  - Single \$8,400 annually (\$42,000)

- The amount set at retirement is the amount divided into 5 equal payments. Payout benefit does not change if insurance status (family/dependent or single) changes during five years.
  - Benefit ends at death for single plan retirees (any balance in HRA forfeited) and ends when no eligible spouse or dependents at death for family plan retirees (any balance in HRA forfeited).
  - Retirees who are less than 1.0 FTE in year of retirement shall receive prorated benefit computed off of calculation of weighted FTE over last fifteen years of District service.
3. Board has no insurance premium obligations.
  4. Sick leave payout into a HRA \$200 per day of unused sick leave from day 61-120 (Maximum benefit of \$12,000 – This amount is paid out in equal installments over 5 years and placed in the same HRA listed above.

## **Short-term Disability**

The District will offer short-term disability as an option at administrator expense.

## **Tax Sheltered Annuity Contributions**

The District shall transmit all tax-sheltered annuity deductions, taken on behalf of the participating educator, to the appropriate receiving companies twice a month if billed by the company, provided there is uniformity of treatment for all subscriber annuitants on a company-by-company basis.

## **Board Relations**

### **Board Meetings**

As a rule of thumb, the Board of Education conducts one Business Meeting monthly. All administrators should attend Board Business Meetings (virtually and when asked in person) regularly and notify the Superintendent in advance if they are unable to do so.

### **Board Updates**

Administrators may include the board of Education in your weekly communication to your staff (updates). All administrators are responsible for providing a Board of education monthly update on Wednesday by 12 p.m. before the scheduled Board Meeting.

## **Email**

Email is a wonderful communication tool. However, please keep the following considerations in mind. First, don't engage in a back and forth dialogue through email. If any issue or question isn't cleared up or resolved through an initial response or interaction, pick up the phone or schedule a face to face conversation. Second, please also keep in mind that all email is subject to Open Records.



Finally, as we are all well aware, words can be misunderstood, read and interpreted differently by different people and may not reflect the tone that the writer is intending to convey.

For emails to internal staff, people in the [@nfdlschools.org](mailto:@nfdlschools.org) domain (you can always email people outside the [@nfdlschools.org](mailto:@nfdlschools.org) domain, including parents and family correspondence if necessary) please adhere to the following times **Monday - Friday 7am - 5:00 p.m., no email on Saturday or Sunday unless part of a weekly newsletter to staff, families or students.** If you are working during the hours when email is not to be sent, please use the “Schedule send” option to send your email at the appropriate time the following day.

**If there is important information to be shared – TEXT or CALL!**

## **Parent Relations**

Parents are absolutely key to our students’ success and our success in serving the students under our care. Therefore, administrators will work to cultivate positive relationships and promote a customer service mindset fostered in partnership from the office to the classroom in their area(s) of service. In the event that there is strain in relationships that can’t be repaired and/or there is an interaction with a parent that is considered negative and severe, the administrator will review the interaction with the Superintendent to determine next steps.

## **Phone Calls**

Administrators should attempt to return phone calls-voicemails within 24 hours of their receipt during the business week – unless on vacation or sick.

## **Phone Use - Expectations**

The District expects the administrator to provide their cell phone number to staff and community for communication. In return the District will compensate the administrator up to \$30 per month for the phone plan of their choice or charge them \$10 a month for personal use if the administrator chooses a District line. The administrator is also expected to maintain their voicemail and have a message that states his or her name. If the administrator uses his or her own phone, they must turn in the receipts for reimbursement monthly.

## **Positive Feedback**

Administrators are expected to foster a mindset of positivity and value in their area of oversight and throughout the District. Administrators are asked to look for the positive actions of students and staff and make sure to communicate with those staff and students the positive that is seen. This can be done in many ways and each administrator will have his or her own style and process – Remember the Tetris Effect. Scan for good!

## **Staff Communications (Weekly Updates, etc.)**

Principals shall provide their staff with weekly updates that promote a positive and engaged culture by identifying important calendar information, sharing key areas of emphasis, highlighting happenings and calling out celebrations and/or calls to action.

## **Weekends & Off Hours**

Administrators will avoid communicating with staff or other administrators regarding work during weekends or off hours unless it is an emergency. It is important for all staff, administrators included, to refresh and rejuvenate on a daily and weekly basis. Also, please follow the email rules on weekends. It is important that we support and honor our employees and our own time away from school and the District.

## **Calendar**

### **Calendar and Schedules**

Administrators will keep an updated and accurate calendar through the electronic/online tool designated by the District (currently Google Calendar). If you put personal items on your calendar, know that they will be visible by other administrators.

### **Development**

The calendar will be developed on a yearly basis by the District. The 260 day contracted administrators shall be entitled to time off on the following holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. All other contracted administrators will receive paid Holidays when they are under contract. In general, if a holiday falls on a Saturday, the paid day off is the Friday before and if it falls on a Sunday, the Monday after is the paid day off.

### **Community Outreach**

Administrators are expected to model the very citizenship attributes we hope to instill in our students. As part of this effort and in direct support of the strategic plan, administrators are encouraged to seek no less than one opportunity annually to engage in volunteer activities or community outreach in the North Fond du Lac School District or surrounding areas.

## **Emergency and Safety Procedures**

### **District Communication System**

The District will use a notification system to communicate school closing and other important information. Administrators must have current information on file at all times. It is each administrator's responsibility to update his or her contact information with the District Office.

### **Safety & Security**

Administrators are responsible for the safety and security of the students and staff. It is imperative that a proactive approach be taken as often as possible when it comes to safety and security. Administrators shall be familiar with the safety plan and make sure that their staff understand necessary components of the plan and how to respond to various situations.

*Note: Principals are responsible for ensuring the appropriate drills are being conducted, logged and documented in accordance with the district's safety plan and Office of School Safety.*

## **Emergency/Significant Event/First Responder Presence**

In the event of an emergency, significant event or situation during which first responders are called to support school personnel in handling a safety situation or disruption, the administrator will notify the Superintendent as soon as reasonably possible so support can be provided if needed and communication can be prepared to inform appropriate stakeholders.

## **Workplace Safety**

Safety of students and staff is of the utmost importance in the District. It is the responsibility of administrators to utilize all safety precautions.

## **Work Day Injury Reporting Process**

Each administrator should report all injuries to his/her immediate supervisor or designee and complete the appropriate paperwork. The administrator must also follow the District procedure to seek medical advice and treatment for injuries that were incurred while working. For any injuries that occur at the School District of North Fond du Lac, the first step is to call Medcor from the school's main office. Medcor will advise the administrator what to do regarding the injury. The advice should be taken seriously. Once the administrator talks with Medcor, he or she must notify the superintendent or their supervising administrator what Medcor has advised to do to treat the injury. The second step is to fill-out the School District's internal accident report (as soon as possible). This report goes to the school's office. Medcor contact info:

Medcor  
On-Line Injury  
Assessment Service  
Call: 1-800-775-5866  
[www.medcor.com](http://www.medcor.com)

## **Injury (Staff)**

In the event that any staff member sustains an injury at work or while performing duties associated with their job assignment, the supervising administrator will make certain that the staff member is appropriately tended to and that the staff member completes the appropriate documentation and uses the **Work Day Injury Reporting Process** list above.

## **Injury (Student)**

In the event that any student sustains an injury at school or participates in a school sponsored activity, the administrator will make certain staff appropriately respond and tend to the needs of the student. In the event of an injury or medical incident that requires a student to be transported to a hospital, the administrator will make sure parent contact has been made and will make arrangements for a staff member or administrator to make follow-up contact to check-in on the well-being of the student.

# **Employment Provisions**

## **Discipline**

All administrators are responsible for following the Administrator Guide, Board Policies, and the provision of each individual contract.

### **Discipline (Staff)**

In the event that an administrator believes he or she is working through a situation that may involve the discipline of a staff member, the Director of Human Resources (at this time the District Administrator) shall be contacted as soon as reasonably possible. The Director of Human Resources will serve as a resource and guide to ensure the administrator follows the appropriate process and protocols, as well as be sure the necessary considerations are being made.

### **Discipline (Students)**

We only discipline a child to maintain safety, to teach and to build relationships. When discipline is used, parent contact must be made by the staff member or administrator leveraging the discipline. In the event of repeated major discipline issues that could lead to a recommendation for expulsion, Administrators provide the Director of Student Services (if the student is identified as having an IEP or 504 plan) and Superintendent with notification and updates early and often in the process. Note: Administrators are required to report any act of student violence or drug abuse/use that occurs on school grounds or at any event hosted by or for students of the School District of North Fond du Lac to the Superintendent as soon as reasonably possible and on the day in which the incident/offense occurs.

## **Financial**

### **Budget**

Administrators are typically provided with direct and specific oversight of one or more budgets. It is the administrator's responsibility to know their budget and ask questions so they can effectively understand and access the funding. It is expected that administrators will use their budgets to support the function of their service and follow any designated protocols or processes. A concerted effort should be made to keep budgets in the "black" at all times. Any budget questions should be directed to the Director of Business Services.

### **Crowd Funding and Fundraising**

Before any educator (or school employee) utilizes a crowd funding application or does fundraising, this must be cleared by their supervising administrator.

### **Donations**

When you receive a donation of money or resources, the following steps are requested. Write a handwritten thank you and send it to that individual/company and email the District Office Assistant (Jen [jleavitt@nfdlschools.org](mailto:jleavitt@nfdlschools.org)) with the donation type (if money, amount) and name of person, company that generously donated.

## **Procurement Cards and Requisitions**

Every attempt to use school purchasing procedures (procurement cards) should be made before using personal funds and asking for reimbursement. If an administrator makes a purchase with his or her own funds, the Director of Business Services or District Administrator must give written approval upon proof of purchase before reimbursement will be granted. All requisitions should be done through Skyward.

## **Human Resources Responsibilities**

### **Evaluations**

#### **Administrators**

Administrators will be evaluated by the Superintendent every year through the adopted process of the District (at this time the Administrator Effectiveness Model – CESA 6 model). The administrator will also be evaluated based on the plan he or she develops using the Q12 survey. The administrator should expect frequent formative feedback. The Summative Evaluations, using the CESA 6 model and plan based on the Q12 data are not meant to be a surprise to the administrator.

Note: Assistant Principals will be supervised and evaluated by their Principal. The Principal shall review the evaluation of an Assistant Principal.

#### **Certified Staff**

Administrators (or designee) will complete all observations, meetings and evaluation of certified staff (educators and salaried personnel) in their area of service and in accordance with District practices and/or WI DPI EE process in a thorough and timely manner. All required documentation must be submitted on the online platform no later than June 1st annually.

#### **Support Staff**

Administrators (or designee) will complete all observations, meetings and evaluation of all support staff in their area of service and in accordance with District practices in a thorough and timely manner. All required documentation must be submitted to the Director of Human Resources no later than the first Friday of June annually.

#### **Hiring**

The administrator that is the supervisor of the position being hired shall lead the process. This process is summarized in a document in the Appendix. When hiring, it is important to use others in the District to help with getting information and interviewing, but it is very important that all administrators let the interview team know that the decision to recommend for hiring is the administrator's and the team gives critical feedback, but the final decision lies with the administrator. When using interview teams DO NOT rank candidates. All participation on hiring committees is not paid for all employees unless it is required by the administrator and out of normal work hours.

## **Substitute Teachers**

Principals are responsible for ensuring that a system is in place that welcomes substitute (guest) teachers into the building and that the appropriate resources and materials are readily available. Principals shall also ensure that an administrator or designated staff person checks in with any and all substitute teachers working in his or her building on a daily basis.

## **Policy**

All administrators should have general familiarity and understanding of Board Policies. Read and understand this policy on-line at [www.nfdlschools.org](http://www.nfdlschools.org). Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **3310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

## ***Specific Policies and Conduct Expectations***

### **Ethics (Board Policy 3210)**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to abide by the Code of Ethics contained in the School District of North Fond du Lac Educator, Associate and Administrative Guides.

### **Equity**

All administrators shall actively support equity efforts through the District and cultivate conversations and decisions within their area of purview that support the district's equity statement and strategic plan. In addition, administrators shall work swiftly to address issues associated with bullying, racial stereotypes, gender bias, etc. to ensure that diversity is embraced and celebrated. Furthermore, administrators shall ensure that awareness and considerations for equity are called out in meeting agenda and professional development where possible.

### **Harassment (Board Policy 1662)**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

## **Equal Opportunity Employer**

The School District of North Fond du Lac is an equal opportunity employer and does not discriminate on the basis of age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, or military service. All administrators of the District are required to comply with provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments. For additional information on the nondiscrimination policy and/or complaint procedure, contact the District Office at (920) 929-3750.

## **Title IX (Interim Procedures Policy 2266)**

Administrators will participate in an overview of training to ensure that they have a foundational understanding of new Title IX requirements so they can support, prevent and respond to prospective sexual harassment issues that could arise. Furthermore, administrators will familiarize themselves with new district procedures and policies that are adopted and implemented so they can lead with the appropriate context and understanding. The Board adopted Interim Procedures Policy 2266 is included in the Appendix of this Guide.

## **Leaves, Absences, Vacation & Coverage (Policy 3431)**

In the event that an administrator needs to be gone because of illness, child illness or other reasons outside of vacation, the administrator shall notify their direct supervisor (Principal or Superintendent) as soon as reasonably possible. Administrators shall work with their staff to design and communicate a coverage plan in the event they are gone so that unscheduled absences (from other staff) can be covered effectively and smoothly. As part of that plan and communication, the designated staff will communicate with the Superintendent or other district administrator should a situation arise that additional support is needed. Administrators have earned and should take their allotted vacation. Administrators shall communicate their intent or desire to take a vacation in person with their direct supervisor no less than two weeks prior to the intended absences when possible. Administrators will generally use vacation days during non-student, non-staff days, unless they are working at school, or get permission from the District Administrator to work from home. The District Administrator may also approve exceptions to use vacation days during student or staff days. Vacations must be entered in Skyward and approved by the direct supervisor. The number of allotted vacation days per administrator are in each administrator's contract. It is the responsibility of each administrator to enter his or her leave in Skyward within 1 week of taking the leave.

## **Bereavement**

Each administrator may be granted up to two (2) for each incident of a death to someone close to them (regardless of relationship), at the discretion of the district administrator.

## **Emergency Leave**

The District Administrator may grant emergency leave, at his or her discretion, for unforeseen occurrences which require a sudden and urgent occasion for action by the administrator. If granted, the administrator will be able to choose to use a sick day for the granted emergency day.

## **Family Medical Leave Policy**

The District has adopted a Family and Medical Leave Policy that conforms to state and federal laws. A copy of that policy can be found at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public> .

## **Jury Duty**

Any administrator called for jury duty shall be allowed to serve and the Board will pay the administrators' regular rate of pay. Administrators are required to endorse and submit the jury check to the District Office.

## **Personal Leave**

Administrators will be granted two (2) personal leave day per school year. Administrators must request personal leave from their immediate supervisor at least twenty-four hours in advance of the requested leave, except in cases of emergency. An immediate supervisor may approve personal leave at his or her discretion. A minimum of one-half (1/2) day must be taken for each personal day.

## **Sick Leave**

Each administrator will be eligible for twelve (12) sick days. This sick leave can be utilized for personal sickness or care of immediate family or members of his or her household. **SICK LEAVE CARE OF OTHERS IS NOT TO BE USED IF THERE ARE DAY CARE NEEDS.** Administrators may only use sick leave for medical appointments when they are unable to be scheduled outside of the regular school day. All sick days must be used in full or half-day increments. Each administrator can accrue up to one hundred-sixty (160) sick days. In his or her last year of employment, the administrator will be able to utilize additional sick days (above 160) but at the retirement date, he or she will not be able to accrue more than one hundred-sixty (160) days for post-employment benefit calculation. An administrator may donate up to five (5) sick days per year to anyone (including professional and support staff). The administrator cannot donate if they have less than ten (10) days accrued sick leave days. A donation of sick leave days cannot be made for maternity or paternity leave. In order to receive donated days; a receiver may not have any accrued sick days, must have used all personal days, all vacation days, and not be receiving disability pay. Once an administrator notifies the district that he/she is retiring or leaving the district, they can no longer donate sick days.

## **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

## **Other Leave**

Absenteeism for circumstances not listed in the Guide may be granted by the District Administrator at his or her discretion and may be subject to a per diem loss of pay and other benefits. In the event that the Superintendent is temporarily unavailable to support a response to an immediate crisis or issue that can't wait, the administrators shall work together to solve the



problem. One of the administrators should also contact the Board President and share information about the situation to make the Board aware. The administrative team should also make the District Office aware so they can best communicate and direct questions if necessary.

## **Work Day**

### **Philosophy – Required Work Day**

Committed to provide an outstanding educational program, the administrators of the School District North Fond du Lac support a work day schedule that meets the needs of our students, provides for parent access, and allows for collaboration and professional development (Staff Meetings, Parent Meetings, IEPs, etc. can be held outside of these times with no additional compensation). **Minimum work day hours for each school are as follows:**

- Treffert Way: 7:30am to 3:30pm
- FLC: 8:00am to 4:00pm
- BAMS and HMHS: 7:45am to 3:45pm

### **Presence**

Administrators are expected to be present in their buildings or areas of oversight as much as possible. Unless there are required meetings or extenuating circumstances, principals shall be in their buildings while school is in session. In addition, principals are responsible for ensuring coverage and presence of leadership at school sponsored events outside of the school day. District Level administrators shall also make a concerted effort to visit schools on a weekly basis.

### **Leadership Team – Cabinet Meetings**

Administrators should plan to attend all administrative team meetings. Every effort will be made to ensure team meetings will start on time and end on time. Leadership Team Meetings may be handled in person or virtually as appropriate. Other personnel may also be invited to meetings as needed including educators, health team members, assistant principals, deans, SRO, and support professionals.

### **Work Hours**

Generally speaking, administrators should be in their buildings before students arrive until after students leave. During non-student, non-staff contact days, administrators may work remotely with the approval of the superintendent.

### **Staff Meetings and IEP Meetings**

The administrator has the right to set staff meeting times and dates. Non-competition (including practices and scrimmages) events do not supersede staff meetings or IEPs for coaches or advisors. The meetings should be purposeful, relevant and provide opportunities for staff to both learn and interact. Furthermore, it is important the number of meetings and duration of meetings align throughout the district.

# **Strategic Plan – School Success Plans - Surveys**

## **Key Performance Indicators (KPIs)**

The District is developing Key Performing Indicators (KPIs). Once developed, these will serve as the foundation of all District, Department and School Goals. Surveys

Surveys are a beneficial tool for garnering information and feedback to guide leadership efforts and improvements. Annual survey tools will be used District wide to gauge engagement (Q12), perceptions and other strategic plan focus areas.

## **Vehicles, Meal and Reimbursement**

District vehicles must be used for all school activities. If an educator must use a personal vehicle, advanced permission from administration and student permission slips must be obtained. In the case of students not having a ride home, educators may not provide students a ride home except in cases of emergency and every effort to contact a guardian must be made to obtain permission before giving a student a ride. Anytime an educator chooses to use a personal vehicle, there is an inherent risk taken.

If there is no available district vehicle and an educator must use his or her personal vehicle, the District will reimburse at the current IRS mileage for school business as approved by the District Administrator.

## **IRS Guidelines – Meal Reimbursements**

The District will use IRS guidelines concerning reimbursement of meals while on business.

**One-Day Travel:** Meals purchased by an employee during a one-day seminar or workshop are taxable if reimbursed by the district. This would have to be included on a paycheck and withholding taxes would apply. For this reason, the district will not reimburse meal expenses when the travel does not require an overnight stay. An exception to this would be if the meal cost is included as a required part of the seminar/workshop fee paid by the district.

**Overnight Travel:** When an employee must be traveling away from home (the school) on business and stay overnight, meal reimbursements would be non-taxable to the employee. In this situation, the district will only reimburse meal expenses substantiated with itemized receipts.

# Appendix

## Administrator Guide

### Policies Online

*Make sure to review all policies, specifically section 3000*

All Policies that govern employment in the School District of North Fond du Lac are available on-line at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>. Section 3000 contains the majority of policies that relate to Administrators. An Administrator is responsible for being familiar with all policies that pertain to employment and expectations of an Administrator in the District.

Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **4310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

- Calendars for 2023 – 2024
  - District Family
  - Treffert Way Family
  - Staff
- Administrative Leadership Organization and Job Descriptions
- Hiring Practices Guide
- Purchasing Instructions
- Transportation Agreements – School Vehicle and Personal Vehicle
- Family Savings Plan Information



THE SCHOOL DISTRICT OF  
**NORTH FOND DU LAC**  
FAMILY SCHOOL CALENDAR  
**2023-2024**  
Board Approved

2023-2024

**August**

28 29 **30** 31

August 30th - First Day of School

**September**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 4th - No School - Labor Day

**October**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 26-27 - No School

**November**

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 3rd - End of 1<sup>st</sup> Quarter HM-BA  
November 9<sup>th</sup> - Parent Conferences (Evening)  
November 10<sup>th</sup> - Day Conferences (No School)  
November 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup> - Thanksgiving Break

**December**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 1<sup>st</sup> - No School  
December 22<sup>nd</sup> - Early Release (Half Day)  
December 22<sup>nd</sup> - January 1<sup>st</sup> Winter Break

**School Times**

**4K**  
Morning - 8:30am - 11:30am  
Afternoon - 12:30pm - 3:30pm

**FLC (5K - 5<sup>th</sup> Grades)**  
8:45am - 3:45pm

**The Treffert Way**  
8:15am - 3:15pm

**BA/HM (6<sup>th</sup> - 12<sup>th</sup> Grades)**  
8:00am - 3:10pm

**January**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 1<sup>st</sup> - No School  
January 15<sup>th</sup> - No School - MLK, Jr. Day  
January 19<sup>th</sup> - End 2<sup>nd</sup> Quarter HM-BA  
January 19<sup>th</sup> - End of Semester 1: FLC-BA-HM  
January 19<sup>th</sup> - No School

**February**

				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

February 23<sup>rd</sup> - No School

**March**

					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

March 22<sup>nd</sup> - End 3<sup>rd</sup> Quarter HM-BA  
March 22<sup>nd</sup> - No School  
March 29<sup>th</sup> - April 5<sup>th</sup> - No School - Spring Break

**April**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 1<sup>st</sup> - 5<sup>th</sup> - No School  
April 26<sup>th</sup> - No School

**May**

			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

May 23<sup>rd</sup> - HMHS Graduation (6:30 pm)  
May 24<sup>th</sup> - No School  
May 27<sup>th</sup> - No School - Memorial Day  
May 31<sup>st</sup> - Last Day of School (Early Release Half Day)

\*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

**Important Information**

**Phone Numbers & Addresses**

- Early Learning Center/4K**  
923 Minnesota Avenue  
920-924-9975
- Friendship Learning Center**  
1098 Prospect Avenue  
920-929-3757
- Bessie Allen Middle School**  
305 McKinley Street  
920-929-3754
- Horace Mann High School**  
325 McKinley Street  
920-929-3740
- Phoenix Academy**  
923 Minnesota Avenue  
920-929-3740
- Treffert Way Academy**  
705 Minnesota Avenue  
920-266-8199
- District Office**  
1115 Thurke Avenue  
920-929-3750



**Online Resources**

School District of North Fond du Lac



**Twitter**  
@nfdlschools



**Facebook**  
Nfdl Schools



**Instagram**  
Oriole\_nation



**Get the App**  
SD NFDL



**Key**  
Orange - Special Days  
Green - No School

# THE SCHOOL DISTRICT OF NORTH FOND DU LAC – TREFFERT WAY

## 2023 – 2024 FAMILY CALENDAR (Board Approved 2.27.23)

Month	Calendar Dates	Days	Notes	Month	Calendar Dates	Days	Notes							
August	1	2	3	4	January	1	2	3	4	5	(34)	<b>Important Dates</b> January 1 <sup>st</sup> – No School January 12 <sup>th</sup> and 26 <sup>th</sup> – Virtual Learning January 15 <sup>th</sup> – No School – MLK Jr. Day January 19 <sup>th</sup> – End of Semester / No School		
	7	8	9	10		11	12	(39)						
	14	15	16	17		18	19	(43)						
	21	22	23	24		25	26	(5)						
	28	29	30	31		29	30	31	(8)					
September				1	(3)	February				1	2	(10)		
	4	5	6	7	8		9	(15)						
	11	12	13	14	15		16	(20)						
	18	19	20	21	22		23	(25)						
	25	26	27	28	29		29	(29)						
October						March					1	(30)		
	2	3	4	5	6		7	8	(35)					
	9	10	11	12	13		14	15	(40)					
	16	17	18	19	20		21	22	(45)					
	23	24	25	26	27		28	29	(0)					
30	31													
November			1	2	3	(45)	April	1	2	3	4	5	(4)	
	6	7	8	9	10	(5)		8	9	10	11	12	(9)	
	13	14	15	16	17	(10)		15	16	17	18	19	(14)	
	20	21	22	23	24	(12)		22	23	24	25	26	(19)	
	27	28	29	30		(16)		29	30				(21)	
December					1	(16)	May				1	2	3	(24)
	4	5	6	7	8	(21)		6	7	8	9	10	(29)	
	11	12	13	14	15	(26)		13	14	15	16	17	(34)	
	18	19	20	21	22	(30)		20	21	22	23	24	(39)	
	25	26	27	28	29			27	28	29	30	31	(43)	

**“Working Together for the Success of All.”**

\*\*State testing takes place for all 3<sup>rd</sup>-8<sup>th</sup> grade students (typically March-May). There will be an alternative testing schedule for these students on set days TBD once dates are released.

**THE SCHOOL DISTRICT OF NORTH FOND DU LAC**  
**2023 - 2024 STAFF CALENDAR**

**August**

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31	(2)	

**September**

				1	(3)
4	5	6	7	8	(7)
11	12	13	14	15	(12)
18	19	20	21	22	(17)
25	26	27	28	29	(22)

**October**

2	3	4	5	6	(27)
9	10	11	12	13	(32)
16	17	18	19	20	(37)
23	24	25	26	27	(40)
30	31				(42)

**November**

		1	2	3	(45)
6	7	8	9	10	(5)
13	14	15	16	17	(10)
20	21	22	23	24	(12)
27	28	29	30		(16)

**December**

				1	(16)
4	5	6	7	8	(21)
11	12	13	14	15	(26)
18	19	20	21	22	(31)
25	26	27	28	29	

**Important Dates**

August 15- 17- New Staff Academy  
August 21-24- District In-Service  
August 23rd- Welcome Back Night  
August 30<sup>th</sup>- First Day  
No Morning Meetings on 8/31

September 4<sup>th</sup> - Labor Day - No School  
No Morning Meetings on 9/5

October - Conferences (TBD) \*  
October 26<sup>th</sup>/27<sup>th</sup>- Non-Contract Days

November 3rd- End of 1<sup>st</sup> Qtr. HM-BA  
November 9th (PTC Night 4pm-7pm)  
November 10th (PTC Day - No School)  
November 22nd - Conference Offset  
November 22<sup>nd</sup> 23<sup>rd</sup> 24<sup>th</sup>  
No School - Thanksgiving  
No Morning Meetings on 11/21

December 1st - Non-Contract Day  
December 22 is a half-day  
December 23rd - January 1st  
No School - Winter Break  
No Morning Meetings on 12/21

\*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

**January**

1	2	3	4	5	(35)
8	9	10	11	12	(40)
15	16	17	18	19	(43)
22	23	24	25	26	(5)
29	30	31			(8)

**February**

				1	2	(10)
5	6	7	8	9	10	(15)
12	13	14	15	16	17	(20)
19	20	21	22	23	24	(24)
26	27	28	29			(28)

**March**

					1	(29)
4	5	6	7	8	9	(34)
11	12	13	14	15	16	(39)
18	19	20	21	22	23	(43)
25	26	27	28	29	30	(4)

**April**

1	2	3	4	5	
8	9	10	11	12	(9)
15	16	17	18	19	(14)
22	23	24	25	26	(18)
29	30				(20)

**May**

			1	2	3	(23)
6	7	8	9	10	11	(28)
13	14	15	16	17	18	(33)
20	21	22	23	24	25	(37)
27	28	29	30	31		(41)

**Important Dates**

January 1st- No School  
No Morning Meeting on 1/2  
January 15<sup>th</sup> - No School - MLK Jr. Day  
January 19<sup>th</sup> - Non-Contract Day  
End of 2<sup>nd</sup> Qtr. HM-BA  
End of Semester 1: FLC-BA-HM

February 22nd - BAMS Student Showcase (4pm)  
February 23rd - Non-Contract Day

March - Conferences (TBD) \*  
March 22nd- Non-Contract Day  
End of 3<sup>rd</sup> Qtr. HM-BA

March 29<sup>th</sup> - April 5<sup>th</sup> - No School  
March 29<sup>th</sup> - Conference Offset  
No Morning Meetings on: 3/28

April 1st - 5th No School - Spring Break  
April 26<sup>th</sup> - Non-Contract Day

May 23rd - HMHS Graduation (6:30 pm)  
May 24<sup>th</sup> - Non-Contract Day  
May 27<sup>th</sup> - No School - Memorial Day  
No Morning Meetings on 5/23; 5/28; 5/30

May 31<sup>st</sup> - Last Day (Early Release Half Day)

**Educator Contract Days (191)**

- 172 Student Days
- 4 Holidays
  - o Labor Day/Thanksgiving/MLK Jr. Day/Memorial Day
- 2 Conf. Off-set days \*
- 10 In-Service Days
  - o 4 Before School Starts
  - o 8 hours each month of PD\*\*

\*\*Tuesday and Thursday morning meetings (1 hour each) will be designated for collaborative work time to include Professional Development, PLC and Staff Meetings. Non-contract days (8) have been added to account for accumulated morning PD (8 hours = 1 non-contract day)

**Morning Meeting times:**  
6:50-7:50 BAMS & HMHS  
7:30-8:30 FLC

**“Working Together for the Success of All.”**



# FAMILY SAVINGS PLAN™

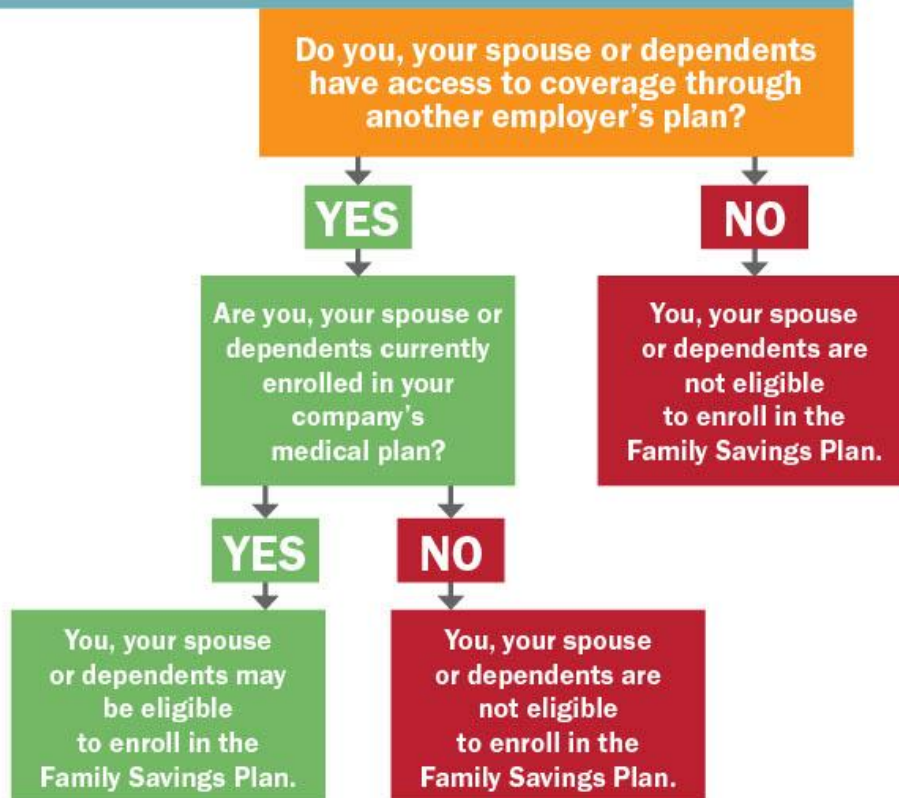
Network Health offers an innovative health plan option called the Family Savings Plan. The Family Savings Plan allows you and your family the opportunity to have up to 100 percent coverage for eligible out-of-pocket expenses when using Network Health participating providers.

**FOR EMPLOYEES**

Family Savings Plan™ Proprietary and Confidential Trade Secret  
Property of Network Health Administrative Services, LLC.

If you and/or any member of your family is currently enrolled in your employer's medical plan, and you, your dependents (children) or spouse has access to another employer-sponsored plan (which may be your spouse's), you may take advantage of the Family Savings Plan by transitioning to the other employer-sponsored plan.

## Answer these two simple questions to determine if you could be eligible for the Family Savings Plan



## Frequently Asked Questions

### What is the Family Savings Plan?

The Family Savings Plan is an enhanced benefit that may allow you and your family to be reimbursed up to 100 percent for eligible out-of-pocket health care expenses (including copayments, coinsurance and deductibles) received under another employer-sponsored plan (which may be your spouse's), if the following requirements are met.

- Coverage under your employer's plan is waived (when you enroll in the other plan)
- Services are covered under the other employer-sponsored medical plan
- Services are received from Network Health participating providers
  - Or, if you live outside the Network Health service area, medical services may be received from in-network providers for the other plan.



### Who is not eligible for the Family Savings Plan?

If you are not currently enrolled in your employer's medical plan, you're not eligible to enroll in the Family Savings Plan. The plan is also not available if the other employer-sponsored plan is one of the following.

- High Deductible Health Plan (HDHP) with **active** contributions to a health savings account (HSA)\*
- Medicare, Tricare or Medicaid
- Individual plan purchased on or off the Health Insurance Exchange (also known as the Marketplace)
- A stand-alone health reimbursement account (HRA), not paired with a medical plan
- Short-term individual coverage
- Limited Benefit Health Plan under IRS rules

\*If HSA employer and employee contributions are **not active** or are discontinued, you, your spouse or dependents may be eligible for the Family Savings Plan.

### What does the Family Savings Plan cover?

Covered services are determined by the other employer plan. Family Savings Plan enrollees are reimbursed for all eligible copayments, coinsurance and deductibles incurred **using Network Health providers** under the other employer-sponsored medical plan, up to the maximum out-of-pocket limits established by the Affordable Care Act. Reimbursed claims are not taxable income to Family Savings Plan enrollees.

The other employer-sponsored plan provides coverage for emergency services. The Family Savings Plan may provide reimbursement for emergency services when they are performed by a Network Health participating provider.

### What if the premium of the other employer-sponsored plan costs more than the premium with my employer's plan?

You may be reimbursed any difference in plan premium, if the other plan premium is higher than the same coverage through your employer plan. This reimbursement is considered taxable income.

### What if the other plan charges a fee for me to join?

If the other employer-sponsored plan charges a fee to add you to the plan, you may be reimbursed for that fee. This reimbursement is considered taxable income.

### What if my provider is a Network Health participating provider, but is out-of-network on my spouse's plan?

To be eligible for Family Savings Plan benefits, providers and services must be covered by your spouse's plan. Additionally, **providers must be Network Health participating providers.**

### When can I, my spouse or dependents enroll in the Family Savings Plan?

You, your spouse or dependents may enroll during the following times.

- Annual open enrollment period
- Following a qualifying life event, such as an employer implementing a spousal surcharge program
- During a spouse's or dependents' open enrollment period (if the Family Savings Plan is voluntary, enrollees may need to wait for this open enrollment period)
- As a new employee

The Family Savings Plan allows enrollees to be reimbursed up to

**100 percent** for eligible out-of-pocket costs.

This type of coverage is rare in today's health insurance market.

### What if my spouse is self-employed and is currently covered as a dependent under my employer's plan? Would we be eligible for the Family Savings Plan?

No, you and your spouse would not be eligible, because your spouse does not have access to medical coverage through another employer-sponsored plan.

### What if my spouse works but doesn't work enough hours to qualify for health coverage?

You and your spouse would not be eligible for the Family Savings Plan, because your spouse does not have access to coverage through another employer-sponsored plan.

### What if my spouse is not covered under my employer's plan, but he/she is on a Medicare plan?

Medicare is not an employer-sponsored medical plan, therefore, you and your spouse would not be eligible for the Family Savings Plan.

### Is there a maximum reimbursement amount?

The Family Savings Plan provides reimbursement up to 100 percent of the maximum out-of-pocket limits as set by the Affordable Care Act (ACA). Additionally, the other employer-sponsored plan will pay 100 percent of in-network medical costs once the ACA out-of-pocket maximum amounts have been reached. The 2022 maximum reimbursement according to the ACA is \$8,700 for one person and \$17,400 for employee plus one or more.



Continued on back ...

# **Administrative Organization Chart &**

## **Job Descriptions**

### **The School District of North Fond du Lac**

This document is a summary of the roles for each person on the administrative and leadership team. The job descriptions are overviews of the roles each leader has and are not meant to be an exhaustive list of tasks. Along with the job descriptions, the leader is required to follow the appropriate Guide (Educator or Administrator). Each leader is required to review his or her job description on a yearly basis with the superintendent, who will make any adjustments necessary for the following year.

Included in this document is a Work Environment, Physical Demands and Job Description Acknowledgement page that each administrator must sign at the beginning of the year (July 1st annually), along with the appropriate Guide Acknowledgement.

#### **Contents**

- Administrative – Leadership Organizational Chart
- Work Environment, Physical Demands and Job Description Acknowledgement
- Job Descriptions
  - District Administrator (Superintendent) – as defined in Board Policy 1400.01
  - Elementary Principal
  - Middle School Principal
  - High School Principal
  - Director of Student Services
  - Director of Teaching and Learning and DAC
  - Director of Building and Grounds
  - Director of Business Services
  - Director of EL Programs
  - Assistant Elementary Principal
  - Program Support Student Services
  - Dean of Students Middle and High School
  - Activities Director
  - Summer School Coordinator

**Administrative Leadership Organization Chart  
School District of North Fond du Lac**



# Work Environment, Physical Demands and Job Description Acknowledgement

## **WORK ENVIRONMENT:**

- Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas.
- The employee is subject to inside and outside environmental conditions, noise and hazards.
- Regular and unplanned contact with staff members, students, parents, and community members is required.
- Frequent and unplanned contact with parents by email, phone and in person is necessary.
- Occasional contact with medical professionals is required.

## **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
- Must occasionally work in noisy and crowded environments, with numerous interruptions.
- Must occasionally go outside during inclement or extremely cold weather.
- Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required.
- Occasional travel with students on field trips may be necessary.
- Occasional travel to conferences may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Occasional movement of students by wheelchairs and other mechanical devices may be required.

## **ACKNOWLEDGEMENT:**

NOTE: The above statements and job descriptions are intended to describe the general nature of work performed by this position. These statements are not to be construed as an exhaustive list of all responsibilities, tasks and skills required of a person in this position.

The District reserves the right to require that other tasks be performed when warranted (for example, by emergencies, changes in personnel or workload, reorganization, or technical development). The District also reserves the right to revise this job description. In compliance with the Americans with Disabilities Act, The School District of North Fond du Lac will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and current employees to discuss potential accommodations with the superintendent.

***My signature below acknowledges that I have read this job description and I am able to perform the essential functions and responsibilities of the position.***

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_



Book	Policy Manual
Section	1000 Administration
Title	DISTRICT ADMINISTRATOR JOB DESCRIPTION
Code	po1400.01
Status	Active
Adopted	March 20, 2017
Last Revised	December 8, 2020

#### 1400.01 - **DISTRICT ADMINISTRATOR JOB DESCRIPTION**

**Title:** District Administrator

**Reports To:** North Fond du Lac Board of Education

**Supervises:**

Directly: All District office administrators and all principals  
Indirectly: All employees of the School District of North Fond du Lac

**District Administrator Job Function:**

The District Administrator serves as the administrative head of the District and administrative official of the Board and is directly responsible to it for providing overall leadership and direction for the District's public schools in accordance with School District philosophy, objectives, and policies and in accordance with State and Federal laws and regulations.

The District Administrator may delegate responsibility and authority for the operation of the various School District functions to District employees. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the District, including evaluation, planning, reporting, personnel, coordination, and following all Board policies.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

**Essential Functions:**

- A. The District Administrator creates, monitors, and facilitates the process of **strategic improvement**, and seeks to ensure the District's mission, vision and goals are fulfilled in a manner that all students are prepared to be career and college ready and globally competitive.
- B. The District Administrator serves as the District's **instructional leader** and fosters the success of all students by leading the creation, implementation and review of instructional systems that promote high student achievement and professional development and growth for staff.
- C. The District Administrator fosters the success of all students by implementing effective and collaborative **human resources systems** resulting in a student-centered, diverse, high-performing staff.
- D. The District Administrator fosters the well-being and success of all staff and students through continuous improvement process for effective **operations and resource management**.
- E. The District Administrator fosters the success of all students by **communicating, collaborating, and connecting** effectively with the Board, staff, families, community and other stakeholders.
- F. The District Administrator fosters the success of all students and staff by **modeling professional and ethical behavior**, engaging in continuous professional growth, and contributing to the profession.

**Duties and Responsibilities:****A. Strategic Leadership**

1. Works with the Board to develop and recommend policies that define organization expectation, and effectively communicates these to all stakeholders.
2. Promotes a climate of respect, trust, innovation, and professionalism with Board, staff, students and community.
3. Provides leadership to promote effective District change and support continuous improvement.
4. Works collaboratively with Board and stakeholders to identify needs, determine priorities, and implement practices that result in continuous improvement.
5. Keeps the Board informed of current and future needs and issues affecting the District and works collaboratively to resolve them.
6. Fosters external partnerships to build targeted opportunities around identified student/District needs.
7. Promotes Board development and improvement.

**B. Instructional Leadership**

1. Ensures rigorous standards-based curriculum with units of instruction consisting of well-structured lessons with measureable outcomes.
2. Promotes high expectations, student engagement, personalization to accommodate diverse learners and integration of appropriate technology to maximize student learning.
3. Facilitates the implementation of a balanced assessment system including use of formal and informal assessments to measure student growth and understanding.
4. Creates and sustains a District culture with expectation that support effective, data-based decision making and uses multiple sources of evidence to drive school and District goals, improve organizational performance, educator effectiveness, and student learning.
5. Develops and nurtures a culture of continuous learning and professional development and growth in which staff members are reflective about their strategies and use data and various methods to analyze and adapt practices that achieve improved results.
6. Ensures that the District curriculum, instruction, and assessment program are designed to provide full access and opportunity for all students.

**C. Human Resources Leadership**

1. Allocates resources for staff to achieve the District's goals.
2. Ensures consistent processes for the recruitment, employment, induction, and mentoring of employees resulting in the retention of high-performing and diverse personnel.
3. Provides the vision and direction for positive employee relationships.
4. Ensures structure and support for effective conflict resolution.
5. Ensures all employees are evaluated in an effective manner resulting in improved performance.
6. Ensures results-oriented professional development that is aligned with District goals and staff needs.
7. Maximizes human resources based on the strengths of employees, thereby empowering them to seek leadership opportunities.

**D. Operations and Resource Management**

1. Anticipates and responds to current, emerging, and future needs in a timely manner.
2. Ensures an orderly, safe, and positive environment conducive to teaching and learning through research-based strategies and best practices.
3. Demonstrates fiscal responsibility by acquiring, allocating, and managing human, material, and financial resources.
4. Collaborates and develops internal and external partnerships to enhance operations and resource management.

5. Ensures efficiencies in the operation and management of resources through the acquisition and effective use of technology.
6. Integrates and aligns processes and resources for the effective day-to-day ongoing operations of the organization.

E. Communications and Community Relationships

1. Demonstrates and fosters an atmosphere of trust and mutual respect.
2. Promotes and maintains effective communication between and among Board members, staff, and the community.
3. Brings groups together with different interests and works collaboratively in response to challenges.
4. Advocates for sound educational policy.
5. Works collaboratively with all stakeholders to build community support and secure resources.
6. Demonstrates and adapts the skills necessary to build community support for District goals and priorities.
7. Models and promotes the appreciation and acceptance of diversity in the community.
8. Demonstrates governance leadership by supporting the Board (e.g., meetings, workshops, committees, etc.).

F. Professionalism

1. Adheres to legal, moral, and ethical standards and demonstrates personal integrity in all interactions.
2. Assumes responsibility for personal actions and responds appropriately to the actions of others.
3. Models collegial and collaborative approaches with staff and community to advance the mission, vision, and goals of the District.
4. Participates in a meaningful and continuous process of professional development that results in student growth.
5. Provides services to the profession and community through engagement and partnerships.
6. Demonstrates expertise in supporting the development of leadership capacity across the organization.
7. Actively seeks opportunities to network, share knowledge, and stay abreast of the latest research to promote organizational effectiveness and efficiency.

Revised 9/11/17  
T.C. 12/8/20

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## School District of North Fond du Lac Job Description

### Elementary School Principal

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- Serves as the professional educational leader of the staff in his/her building. Schedules and conducts staff meetings and professional staff development opportunities, assigns all teaching staff, informs staff of their responsibilities, supervises the educational program, and works collaboratively with staff to implement the District vision and achieve building goals.
- Works to ensure the safety of all students, staff and visitors in the building.
- Supervises and evaluates all staff members assigned to him/her.
- Assists in the development of the curriculum and planning and adopting appropriate courses to meet the needs and interests of the students.
- Develops a master schedule to implement all courses selected by students on an annual basis.
- Works with staff to recommend new courses, textbook adoptions, and other curricular decisions to the Director of Teaching and Learning (*currently the same person*).
- Administers and supervises the grading system and establishes timelines for effective reporting to students and parents.
- Works with the staff to develop and maintain an effective system to monitor student conduct and establishes a program of positive student behavior and attendance through appropriate interventions.
- Makes recommendations concerning the selection, assignment, and evaluation of teachers to the District Administrator.
- Promotes continued professional growth for all staff, models professional growth personally, and participates in a comprehensive program of staff development within the District.
- Supervises the maintenance of all school records in accordance with the law and/or District policy, and completes reports related to these records as requested.
- Assists with the planning, supervision, and interpretation of all student assessment programs.
- Promotes a positive educational environment, excellent school climate, and community involvement.

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.





## School District of North Fond du Lac Job Description

### Middle School Principal

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- Serves as the professional educational leader of the staff in his/her building. Schedules and conducts staff meetings and professional staff development opportunities, assigns all teaching staff, informs staff of their responsibilities, supervises the educational program, and works collaboratively with staff to implement the District vision and achieve building goals.
- Works to ensure the safety of all students, staff and visitors in the building.
- Supervises and evaluates all staff members assigned to him/her.
- Assists in the development of the curriculum and planning and adopting appropriate courses to meet the needs and interests of the students.
- Develops a master schedule to implement all courses selected by students on an annual basis.
- Works with staff to recommend new courses, textbook adoptions, and other curricular decisions to the Director of Teaching and Learning (*currently the same person*).
- Administers and supervises the grading system and establishes timelines for effective reporting to students and parents.
- Works with the staff to develop and maintain an effective system to monitor student conduct and establishes a program of positive student behavior and attendance through appropriate interventions.
- Makes recommendations concerning the selection, assignment, and evaluation of teachers to the District Administrator.
- Promotes continued professional growth for all staff, models professional growth personally, and participates in a comprehensive program of staff development within the District.
- Supervises the maintenance of all school records in accordance with the law and/or District policy, and completes reports related to these records as requested.
- Assists with the planning, supervision, and interpretation of all student assessment programs.
- Promotes a positive educational environment, excellent school climate, and community involvement.

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.



## School District of North Fond du Lac Job Description

### High School Principal

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- Serves as the professional educational leader of the staff in his/her building. Schedules and conducts staff meetings and professional staff development opportunities, assigns all teaching staff, informs staff of their responsibilities, supervises the educational program, and works collaboratively with staff to implement the District vision and achieve building goals.
- Works to ensure the safety of all students, staff and visitors in the building.
- Supervises and evaluates all staff members assigned to him/her.
- Assists in the development of the curriculum and planning and adopting appropriate courses to meet the needs and interests of the students.
- Develops a master schedule to implement all courses selected by students on an annual basis.
- Works with staff to recommend new courses, textbook adoptions, and other curricular decisions to the Director of Teaching and Learning.
- Administers and supervises the grading system and establishes timelines for effective reporting to students and parents.
- Works with the staff to develop and maintain an effective system to monitor student conduct and establishes a program of positive student behavior and attendance through appropriate interventions.
- Makes recommendations concerning the selection, assignment, and evaluation of teachers to the District Administrator.
- Promotes continued professional growth for all staff, models professional growth personally, and participates in a comprehensive program of staff development within the District.
- Supervises the maintenance of all school records in accordance with the law and/or District policy, and completes reports related to these records as requested.
- Assists with the planning, supervision, and interpretation of all student assessment programs.
- Promotes a positive educational environment, excellent school climate, and community involvement.

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.



## School District of North Fond du Lac Job Description

### Director of Student Services

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- Serves as the instructional leader of the student services staff servicing ages 3 – 21, including the Learning For Independence program at MPTC.
- Serves as Early Childhood and 4K Coordinator.
- Communicates information on programs, services and regulations to school personnel, families, and the Board for the purpose of understanding of the programs.
- Schedules and conducts staff meetings and professional staff development opportunities, assigns student services staff, informs staff of their responsibilities, and works collaboratively with staff to implement the District vision and achieve student services goals.
- Assists in the development of the curriculum and planning of instruction to meet the needs and interests of the students.
- Maintains a high level of knowledge regarding educational issues/practices, changes in laws and case law, and educational methodology, for the purpose of increasing student achievement.
- Monitors effectiveness of student services programs.
- Works with the staff to develop and maintain an effective system to monitor IEP goals and establishes a program of appropriate interventions.
- Serves as District representative for IEP meetings, particularly elementary initial evaluation meetings and when resources beyond school budgets may be considered, for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- Makes recommendations concerning the selection and assignment of student services staff to the superintendent.
- Conducts staff evaluations as assigned.
- Leads/participates in comprehensive staff development and models professional growth.
- Ensures that all student services records are maintained and comply with legal and ethical requirements.
- Coordinates with outside agencies to provide alternative community programs and support appropriate placement to meet the needs of students.
- Identifies and coordinates appropriate transportation options.
- Manages and develops fiscal resources and state/federal grants, prepares budgets and directs spending, and monitors fiscal efficiency in providing required services.
- Promotes a positive, safe educational environment, excellent school climate, and community involvement.
- Performs all other responsibilities assigned by the superintendent.

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.



## School District of North Fond du Lac Job Description

### Director of Teaching and Learning

### District Assessment Coordinator

*Updated June 2022*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

##### *Curriculum*

- Evaluate Districtwide Curricular Programs
- Ensure Continuity of Curriculum and Assessments Across Buildings and Grade Levels
- Ensure Shared Vision of Instruction Across Buildings
- Develop and Lead grade level Curriculum/Assessment Team
- Support and Evaluate Intervention Process (RtI)

##### *Assessment*

- Serves as District Assessment Coordinator
- Maintain, Implement and Evaluate District Balanced Assessment System (State, Benchmark, Formative, Summative, and Local Assessments). Including STAR, ACT, ACT Aspire, Dynamic Learning Maps, the Forward Assessment and other assessments
- Communicate and Coordinate Assessment Process and Plan for District
- Facilitate the creation of District, school level and classroom level Student Learning Objectives

##### *Data*

- Analyze State, Benchmark, and Local Assessment Data
- Look for trends, growth areas, successes and achievement gaps
- Maintain Data Warehouse for Student Academic Data District Wide

##### *Teacher Effectiveness – Staff Development – Supervision and Evaluation*

- Monitor Educator/Education Specialist Process – CESA 6 Effectiveness (be District EPIC)
- Conduct district professional learning activities to meet the differentiated needs of schools and their teaching staff
- Assist principals and Director of Student Services in developing and providing appropriate growth plans and activities for teachers and other staff who receive less than effective Performance Evaluations
- Conduct Staff Evaluations as Assigned

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.



## School District of North Fond du Lac Job Description

### Director of Buildings and Grounds

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Leadership**

- Act as a member of the district's administrative team.
- Respond to and assume authority in unforeseen emergencies related to school facilities and grounds. In cases of emergency notify the proper authorities and school administrators
- Assume responsibility for the development of short – and long-range plans for the maintenance, replacement or purchasing of new buildings, grounds and custodial equipment
- Assist the District Administrator and Board's building and grounds committee in long range planning for maintenance, repair and improving the district's facilities and grounds
- Keep informed of the latest trends, developments, products, and equipment in the area of building and grounds maintenance, repair and upkeep and direct innovation and experimentation as appropriate

##### **Buildings and Grounds**

- Plan, direct, supervise and assist in carrying out as necessary, all building and grounds maintenance, repair and custodial operations as related to:
  1. physical facilities structures and structural components
  2. physical facilities electrical, plumbing, heating and ventilation systems
  3. site and grounds of the physical facilities or sites used by the district
  4. interior of the physical facilities
- Assist in the supervision and inspection of all facilities construction, renovation and/or repair projects performed by outside contractors or vendors
- Assist in the planning development of major facilities building or renovation projects
- Secure, as directed by the District Administrator and/or Board's building and grounds committee, estimates or bids for needed outside contracted services as related to building and grounds improvements, maintenance or repair
- Assume responsibility for directing and supervising the use of all facilities, grounds and custodial equipment
- Assume responsibility for supervising the upkeep of school facilities and grounds on a daily basis and establishing special maintenance, repair and custodial projects for vacations and summer

##### **Financial and Equipment**

- Assume responsibility for the development and implementation of the annual building and grounds budget.
- Purchase, receive, process and maintain an inventory of all materials, supplies and equipment as related to all building and grounds aspects and assist the Business Manager in the keeping of all building and grounds financial records
- Organize and implement a plan of action for preventative maintenance and repair as related to building and grounds
- Assist in the sale and disposal of out-of-date and/or used school equipment

### **Safety and Legal**

- Ensure that all safety and health standards and codes as required by local, state, or federal law for public building and grounds are met, maintained, and proper records kept. In pursuit of meeting safety and health standards and codes the Building and Grounds Supervisor will assume responsibility for:
  1. Inspecting all school facilities, facilities components, grounds, and building and grounds equipment on a regular basis, utilizing an evaluative written checklist, to determine that high standards of maintenance, repair, cleanliness, safety and security are maintained. Written records of such inspections shall be kept and corrective actions taken
  2. Inspecting and maintaining smoke detectors, fire doors, barriers, fire alarm systems and fire extinguishers on a regularly scheduled basis and keeping written documentation of such inspections and findings
  3. Assisting in the development and implementation of the district's implementation plan for asbestos abatement
  4. Keeping the district apprised of new or emerging safety, health or environmental issues, standards or codes
  5. Notifying the District Administrator regarding any safety issues requiring noticing of school personnel, students, parents or community
- Report to the District Administrator or other appropriate administrative personnel all perceived improper use or care of district building and/or grounds
- Develop, implement and oversee all facilities security procedures
- Process, approve, and schedule all on-going or emergency school personnel requests for maintenance, repair or custodial services as related to building and/or grounds

### **Personnel**

- Assist in the interviewing, hiring or transferring of all building and grounds workers
- Train, supervise and evaluate all building and grounds workers
- Establish and communicate job responsibilities, work assignments, and work schedules to all building and grounds workers
- Arrange for the securing of substitutes when regular building and grounds workers are absent
- Assume responsibility for assigning and approving building and grounds workers overtime and/or compensatory time
- Assume responsibility for approving all building and grounds workers timecards and leave/vacation time requests
- Ensure all Board policies, administrative procedures and collective bargaining agreement provisions as related to building and grounds are adhered to

*Perform such other duties as assigned by the superintendent.*

### **EVALUATION:**

Performance will be evaluated annually by the superintendent.



## School District of North Fond du Lac Job Description

### Director of Business Services

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Financial Operations**

- Develops short and long range District financial planning.
- Maintains accounting and auditing records in accordance with recommended guidelines and state statutes.
- Prepares financial reports required to obtain state and Federal funds.
- Monitors budget development process.
- Manages all District insurance programs (employee and risk management)
- Is responsible for the receipt and expenditure of District funds.
- Reports District financial conditions to the Board of Education, superintendent and community.

##### **Supervises and Assists the Business Office in the Execution of**

- Payroll
- Accounts Receivable and Payable
- Inventory
- Purchasing
- Distribution of Equipment and Supplies
- Employee Benefit/Insurance Programs

##### **Technology Responsibilities**

- Assists superintendent in the supervision of technology support team
- Maintains and monitors security and time clock software

##### **Additional Responsibilities**

- Oversees pupil transportation services
- Oversees the District Food Service program
- Processes District special education financial reports and claims in conjunction with the Director of Student Services
- Attends Board of Education meetings and prepares necessary reports and presentations
- Participates in professional and personal development opportunities
- Be responsible for all short and long term borrowing and investments of District funds

*Perform such other duties as assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent.



## School District of North Fond du Lac

### Job Description

## Director of EL Services

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

English Language Learners (EL) Program. Guided by the principles of the Wisconsin Standards for School Leaders, the school leadership framework, and the district's vision, mission, and goals, the Director of EL Services will provide instructional leadership support to teachers and staff. This position requires continuous use of independent judgment.

#### **PERFORMANCE RESPONSIBILITIES:**

- Provides districtwide leadership for K-12 EL instructional, curricular, and professional development initiatives.
- Oversees data collection and analysis for planning, scheduling, and leads in the use of language proficiency data with state level assessment and achievement data to improve the overall achievement of EL students.
- Facilitates the design and implementation of a strategic five-year plan for English language acquisition.
- Conducts policy analysis and policy development related to English Language Learners (ELL) students and LL curriculum and instruction.
- Implements a comprehensive program for increasing English language acquisition and academic achievement for all English Language Learners.
- Collaborates with universities and colleges to expand and maintain programs related to English language acquisition.
- Collaborates with District administrators to integrate effective language acquisition instruction into all classrooms.
- Implements a professional development plan to provide culturally responsive instruction to all students.
- Maintains compliance with federal, state, and District policies and regulations.
- Supervises and completes evaluation staff assigned.
- Interacts with District, schools, parents, and EL student as appropriate, to meet the needs of all English Language Learners.
- Oversees the District budget assigned to the ELL Department, including developing and monitoring assigned budgets including Title III program implementation and budgets.
- Represents the District at local, state, and national meetings.
- Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse groups successfully.
- Demonstrates success incorporating culturally-competent strategies and utilizing culturally-responsive communication and engagement strategies with all members of the school community.

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the superintendent through the administrative strand of the CESA 6 Effectiveness Project.





**School District of North Fond du Lac  
Job Description**

**Elementary Assistant School Principal**

*Updated February 2021*

**WORK EXPECTATIONS:**

Follows expectations included in the Administrator Guide

**PERFORMANCE RESPONSIBILITIES:**

- Assists the principal in leading the collaborative development and sustainment of a compelling shared vision at Friendship Learning Center.
- Assists the principal to work to ensure the safety of students, staff and visitors.
- Assists principal in all areas assigned, including but not limited to student discipline, attendance, assessment, instruction, scheduling and budgeting
- Actively participates in the hiring process for any positions needing to be filled.
- Supervises and evaluates all staff members assigned to him/her.
- Demonstrates a positive and respectful attitude
- Participates in professional and personal development opportunities
- Promotes a positive educational environment, excellent school climate, and community involvement.

*Performs all other responsibilities assigned by the superintendent.*

**EVALUATION:**

Performance will be evaluated annually by the elementary principal through the administrative strand of the CESA 6 Effectiveness Project.



## School District of North Fond du Lac Job Description

### Program Support Student Services

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Educator or Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- LEA for IEP meetings that Director of Student Services cannot attend.
- Make an IEP calendar for the year.
- Case management for K-8 students who are attending WIT and Amity. Monthly communication with teachers and parents.
- Assist with special testing when possible and necessary
- Support special education teachers in creating schedules for their aides.
- Manage aides-team meetings, create binder with expectations/tips, PD
- Build, monitor and manage the Special Edge webpage.
- Meet with Director of Student Services once a week to touch base and collaborate on projects.
- Serve as NVCI trainer and coordinator
- Support SPED teachers at FLC.
- Alt. Presentation team
- Cross Cat team
  - Assessments-baseline
  - Curriculum
  - Aligning IEP goals to standards
  - Being a team
- New teachers
- Instructional Aide licensing for K-12
- Keep track of licenses-(document with person, license, expires)
- How to renew a license document
- Resources for virtual learning
- Reviewing IEP's with Director of Student Services and on own
- Supports differentiation and inclusion in the regular education environment

*Performs all other responsibilities assigned by the superintendent or Director of Student Services.*

#### **EVALUATION:**

Performance will be evaluated annually by the Director of Student Services through the appropriate CESA 6 Effectiveness Project strand.



## School District of North Fond du Lac Job Description

### Dean of Students 6<sup>th</sup> – 12<sup>th</sup> Grades

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Educator Guide.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Responsible for the daily attendance of 6<sup>th</sup> – 12<sup>th</sup> grade students**

- Check with secretary on phone calls needed
- Review 10+ absences for students
- Notify all parents regarding truancy
- Facilitate Simple and habitual truancy meetings
- Work with Principal and SRO on attendance
- Keep the shared doc of who has been warned, cited and meetings held for habitual truancy-shared with secretaries, SRO and Principal
- Set up home visits, if necessary, for students not attending

##### **Responsible for daily discipline of 6<sup>th</sup> – 12<sup>th</sup> grade students**

- Work with students who are removed from class
- Check SWIS for patterns of discipline or concerns
- Support staff with discipline issues
- Support students using Oriole Way, parent contacts, SRO
- Attend student support team meetings to share information regarding students

##### **Communicate and collaborate with Principals**

##### **Collaborative projects-work with Principals**

- College and Career Readiness Document
- Substitute Handbook
- Other duties as assigned

*Performs all other responsibilities assigned by the principals or superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the Middle and High School Principals through the appropriate evaluation system.



## School District of North Fond du Lac Job Description

### Athletic Director

*Updated February 2021*

#### **WORK EXPECTATIONS:**

Follows expectations included in the Educator Guide and/or Administrator Guide

#### **VISION:**

To create the premier athletic program in the area and provide our student-athletes with the opportunity to maximize their potential.

#### **ORGANIZATIONAL STRUCTURE**

- K-12 Athletic Director
- Horace Mann Principal
- Superintendent
- Athletics Administrative Assistant

#### **PERFORMANCE RESPONSIBILITIES:**

- Provide and execute the vision of the K-12 athletic programs
- Daily operational programming and oversight
- Supervision at events or make sure event manager or administrator is at the event to provide leadership
- Arrange for necessary transportation to events
- Supervision, coordination, scheduling of athletic facilities (with Director of Buildings and Grounds or designee) and equipment
- Master scheduling of events and officials
- Develop and monitor an athletic budget
- WIAA Compliance
- Monitor student eligibility and Co-Curricular Handbook adherence
- Annual Co-Curricular Handbook review
- Attend and be active in state and national associations.
- Representative leader at conference level
- Selection-Development-Retention of coaching staff
- Coordinate necessary medical services
- Coordinate public relations – print/radio media.
- Seek local & state facility usage
- Community Activist

*Performs all other responsibilities assigned by the superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the High School Principal.



## **School District of North Fond du Lac Job Description**

### **Summer School Coordinator**

*Updated February 2021*

The School District of North Fond du Lac Summer School Coordinator is responsible for the administration of the summer school program, including planning and coordination, program implementation, building/staff supervision and reporting. He/She is responsible for the discipline, attendance and supervision of summer school students, and other related duties, as assigned under the supervision of the building principals and superintendent. The Summer School Coordinator 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

#### **WORK EXPECTATIONS:**

Follows expectations included in the Educator Guide or Administrator Guide

#### **PERFORMANCE RESPONSIBILITIES:**

- Collaborate and coordinate with administrative team members to support all activities related to summer school.
- Create and coordinate orientation materials and activities for summer school staff.
- Serve as contact resource person for questions regarding summer school program.
- Establish class lists. (i.e. calendar for registration cut-offs – enrollment deadlines, etc.)
- Organize/establish registration schedule – Publish in handbook that is distributed to all schools, online, social media, and community publications
- Prepare summer school class catalog/handbook.
- Recruit and hire non-district staff after a specified/established internal application date has passed.
- If Co-Coordinator, work collaboratively to run program

*Performs all other responsibilities assigned by the principals or superintendent.*

#### **EVALUATION:**

Performance will be evaluated annually by the Elementary Principal and/or Directory of Student Services

# Purchasing Procedures

## For Orders you need the District Office to place

- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Order will then be approved or denied by your administrator ,then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me [khoff@nfdlschools.org](mailto:khoff@nfdlschools.org)

## eCommerce Requisitions

(Staples, Nasco, Lakeshore, Really Good Stuff, Kaplan, Abilitations, Childcraft, Classroom Direct, Frey, Sax, School Specialty AND Amazon)

- Any orders from the above vendors must be placed by eCommerce in Skyward
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- You will then choose “Add From Online Catalog”> choose vendor
- Order will then be approved or denied by your administrator, then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me [khoff@nfdlschools.org](mailto:khoff@nfdlschools.org)

## School District Issued Credit Cards

- **All District issued credit cards are to be used only by a person whose name is on the card. Do not loan your card to others.**
- **Any charges that do not have a receipt submitted will be charged to the individual and will be deducted from their paycheck.**
- When you make a purchase using your school credit card you will be putting a requisition in Skyward following the purchase
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Any purchase made with a school credit card the **vendor** will always be **BMO**
- In the description line put the Specific store name and brief description of the purchase
- Attach the receipt as an attachment (if you are unable to attach a receipt you can email it to [bmoreceipts@nfdlschools.org](mailto:bmoreceipts@nfdlschools.org)) Please keep your own original receipts
- Your purchase will then be approved by your administrator , then Maria
- Any questions about process, access, or available accounts please email me [khoff@nfdlschools.org](mailto:khoff@nfdlschools.org)

**\*Amazon orders should only be placed using eCommerce. Please do not use your school issued credit card or a personal credit card**



## TRANSPORTATION AGREEMENT (Using Personal Owned Vehicle)

This Transportation Agreement is made and entered into between the School District of North Fond du Lac (referred to as the "School District") and \_\_\_\_\_ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver shall not be compensated for the use of his/her motor vehicle outside the scope of transportation authorized by the School District. The Driver shall be responsible for contacting the School District administrator authorizing the use of the Driver's motor vehicle when clarification of the scope of the compensated transportation is necessary.
3. The Driver agrees that she/he shall be the sole driver of her/his motor vehicle used to transport students and other persons under this Transportation Agreement, and shall not permit other drivers to drive the motor vehicle under this Transportation Agreement unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of the Driver's motor vehicle for the purpose of transporting students and other persons under this Transportation Agreement, and as a condition of this Transportation Agreement, the Driver shall:
  - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
  - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion; and
  - c. request that the Driver confirm she/he has sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.

7. Prior to permitting the Driver to operate her/his motor vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:

a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle for the purpose of transportation under this Transportation Agreement; and

b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and

c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or

d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.

8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:

a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or

b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or

c. The Driver has provided materially false or incomplete information on the background information form.

9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.

10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:

a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and



b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. The Driver agrees to provide the School District with proof of annual inspection of the vehicle used for transportation under this Transportation Agreement in conformance with the rules of the department of transportation.

12. The Driver agrees to maintain an insurance policy for her/his motor vehicle and to file a certificate of insurance with the School District and the department of transportation, showing such policy is in effect, that provides the following:

a. Property damage liability coverage with a limit of not less than \$10,000; and

b. Bodily injury liability coverage with limits of not less than \$75,000 for each person and, subject to such limit for each person, total limits of \$150,000 for each accident for motor vehicles having a seating capacity of 7 passengers or less; and \$200,000 for each accident for motor vehicles having a seating capacity of 8-15 passengers.

13. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

14. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Business Manager Name

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Driver Signature



## **TRANSPORTATION AGREEMENT** **(Transporting Students using a District Vehicle)**

This Transportation Agreement is made and entered into between The School District of North Fond du Lac (referred to as the "School District") and \_\_\_\_\_ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The School District agrees to provide the Driver with a motor vehicle owned by the School District for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver understands that the Driver shall not use the motor vehicle provided by the School District for unauthorized purposes. The Driver shall bear the responsibility of contacting the School District Administrator authorizing the use of the motor vehicle for student and other persons' transportation to determine the authorized use of the motor vehicle when clarification of its use is required.
3. The Driver agrees that she/he shall be the sole driver of the motor vehicle owned by the School District used to transport students and other persons to school-authorized activities and shall not permit other drivers to drive the motor vehicle to transport students and other persons unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of a motor vehicle provided by the School District for the purpose of transporting students and other persons to school-authorized activities, and as a condition of this Transportation Agreement, the Driver shall:
  - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
  - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.

7. Prior to permitting the Driver to operate the vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:

a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle; and

b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and

c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or

d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.

8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:

a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or

b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or

c. The Driver has provided materially false or incomplete information on the background information form.

9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.

10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:

a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and

b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

12. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Business Manager Name

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Business Manager (signature)

\_\_\_\_\_  
Driver (signature)