

DISTRICT ADMINISTRATOR

A. Qualifications

1. The Administrator shall hold or be qualified to hold the District Administrator certificate issued by the State Department of Public Instruction.
2. The Administrator shall have a minimum of 5 years of professional experience including 3 years of successful classroom teaching. Two or more years of administrative experience is to be considered desirable in the candidate's background, but not necessarily required.
3. The Administrator shall demonstrate self-confidence in his/her capacities as an administrative officer of the Board to insure the respect of his/her administrative subordinates, the teaching staff, and the non-certified personnel.

B. Condition of Contract

1. The Board of Education of the Darlington Community School District shall enter into a legal written contract with the Superintendent which may extend for a period up to 3 years and which is reviewable annually at the time of or before teacher contract renewals. The contract will include length of employment (the term year is defined the same as the fiscal year, July 1 through June 30), salary, vacations and summer school provisions, as well as mileage and travel expenses.
2. In addition to the fringe benefits extended to the teaching staff the Administrator shall annually be granted vacation in accordance with terms indicated on his/her contract at a time mutually satisfactory to the Board and to the Administrator.
3. The Administrator shall be reimbursed for travel expenses as outlined in the Wisconsin Statutes for attendance at state conventions and for such other travel as stated in his/her contract and/or outlined below:
 - a. For meetings and calls within the District, the Administrator shall be reimbursed at the rate set by the District.
 - b. For meetings outside the District, the Administrator shall be reimbursed for meals, lodging, registration, allied expenses, and for the cost of travel actually incurred when traveling by public carrier or for mileage at the rate set by the District, whichever is the lesser.
 - c. Reimbursement shall be made following approval of a voucher which is to be submitted on a monthly basis.
 - d. The Administrator shall be reimbursed for attendance at a national meeting once every other year. State meetings may be included in these meetings as well as a reasonable number of regional meetings or conferences. Appropriations shall be made in the annual budget to cover

the costs of these meetings and shall be subject to Board approval. At a regular School Board meeting prior to departure to attend such meetings, the Administrator shall inform the Board of his/her intent to attend and shall estimate total costs for attendance for Board approval his/her intent to attend and shall estimate total costs for attendance for Board final approval.

4. The Administrator's contract may be reviewed at any time upon mutual consent of the Board and the Administrator.
5. If at the time, in the opinion of the majority of the Board, his/her services are unsatisfactory, the Administrator shall be notified in writing and given an opportunity to correct the conditions. If the conditions are not corrected and a majority of the Board, by ballot, deems his/her services to be inadequate and that the Administrator should be considered for non-renewal, he/she shall be notified in accord with prevailing legislation and law and his/her case will be handled accordingly.

C. Duties

As the chief administrative officer of the District, the District Administrator is responsible for general supervision and management of the work of the schools and the promotion and well being of the pupils.

1. Administrative
 - a. The Administrator shall be the chief administrative officer of the Board of Education and shall have responsibility for general supervision of all school operations.
 - b. The Administrator shall develop administrative procedures for implementing Board Policies and shall provide, with the help of the staff, a continuous appraisal of these policies and procedures.
 - c. The Administrator shall recommend to the Board both immediate and long range plans for providing adequate instructional facilities and equipment for all students in the District.
 - d. The Administrator shall keep abreast of the progress of instruction in the schools. He/She shall attend national, state and other professional meetings as may be necessary and advisable to keep abreast of the most recent and best educational thoughts and practices in order to enhance the operation of the District.
 - e. The Administrator shall prepare and submit to the Board for approval the courses of study and curricula to be offered in the schools of the District. He/She shall develop and supervise a continuous program of curriculum development. The Administrator shall recommend for Board approval all educational materials.

- f. The Administrator shall report to the Board shortly after the beginning of each semester, the number of pupils assigned to the various classes and the total number of pupils enrolled.
- g. The Board of Education shall delegate to the administration the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. The Board shall formulate and adopt administrative regulations only when specific state law, strong District attitudes or problem staff reactions deem it advisable for the Board to do so.
- h. The Administrator shall determine, subject to Board approval, requirements for graduation.
- i. The Administrator shall be responsible for all publicity pertaining to general school policies, news releases, and the dissemination of information concerning the school programs.
- j. The Administrator shall be responsible for administering a policy of sympathy and concern on behalf of the District and members of the Board of Education. This policy includes:
 - 1) Sending a sympathy card and flowers on behalf of the School Board and Administration when a District employee or a member of the immediate family of a District employee dies or is hospitalized for major surgery.
 - 2) Sending Christmas cards to all District employees on behalf of the Board and District.

2. Personnel

- a. The Administrator shall recommend employees for appointment or dismissal in accordance with policies of the Board and shall keep on file credentials, licenses, transcripts and physicals of District employees.
- b. The Administrator shall visit schools as often as duties will permit and encourage professional growth of school personnel and development of the curricular program.
- c. The Administrator shall direct the inservice training program of teachers, principals, clerical, and part-time personnel through conferences, workshops, committees and consultants. He/She shall provide for orientation of new employees of the District.
- d. The Administrator shall be responsible for supervision of the staff and shall visit classrooms as often as possible.

- e. The Administrator shall have power to suspend any school employee for neglect of duties or immorality. In all cases, he/she shall submit a report of his/her actions to the Board of Education president.
- f. The Administrator shall have authority to assign all school personnel and may make temporary assignments to fill vacancies caused by sickness or necessary absence of school employees.
- g. The Administrator shall control and direct the classification, instruction, promotion, and conduct of the pupils of the District within the rules and regulations approved by the Board.
- h. The Administrator shall direct through the principals a system of placing substitute teachers as required.

Substitute teachers shall be paid a day rate as set by the Board. This shall be known as the “standard day rate” for substitute teachers.

In those instances when a substitute teacher works more than 10 consecutive days at the same placement for the same absent regular teacher, the substitute teacher shall be paid at a rate set by the Board for the 11th day and those days following until the regular teacher returns. This shall be known as the “extended day rate.”

Should circumstances require an unusual amount of continuous substitute work, the District may contract the substitute for a specific period of time at a contracted amount upon approval of the Board. This category of pay shall be known as “permanent substitute teacher rate.”

A list of qualified K-12 substitute teachers will be on file in the main office of the District. This list shall be kept updated and revised at least once annually.

3. Executive

- a. The Administrator shall attend all meetings of the Board except when his/her own contract or performance is under consideration. He/She shall attend all committee hearings and meetings and shall have the right to speak on all matters but not the right to vote.
- b. The Administrator shall prepare the agenda for meetings of the Board and assemble such resources and materials as are necessary to assist the Board in reaching sound judgments. He/She shall, at least 24 hours before each committee, regular, and special board meeting, send to each member as required a list of bills, the Agenda, and a description of the matters to be acted on. This communication shall also contain general comments pertaining to meeting activities.
- c. The Administrator shall interpret the needs and status of the School District and make appropriate recommendations to the Board in a monthly oral or

written report. The Administrator shall assist the clerk and treasurer in preparation of required reports for the annual meeting and those to be submitted to the State Department of Public Instruction and other governmental agencies.

- d. The Administrator shall, at or before the annual meeting, prepare and submit to the Board for its adoption a calendar for the coming school year, showing the opening and probable closing dates of school, vacation dates, etc.
- e. The Administrator shall serve as liaison between the Board, the schools, the State Department of Public Instruction and CESA No. 3.
- f. The Administrator shall be responsible for maintaining and updating insurance coverage, utilities, transportation, hot lunch services, storage, and the disposition of supplies. He/She shall, following consultation with the transportation contractors and the Board president, assume responsibility for closing the schools during emergencies or inclement weather.
- g. The Administrator shall formulate plans for the future of the District in response to such things as building needs, population changes, business growth. He/She shall keep the Board informed of the factors which must be considered in decision making and planning for the future.
- h. Administrator Evaluations

- 1) Section 500 of the Policy Book contains job descriptions for the Superintendent and Principals.

It is on these descriptions that the major emphasis of the annual evaluations will focus.

- 2) The superintendent will evaluate each principal on an annual basis. The superintendent will reduce his/her evaluation to writing and share it with each principal in a private conference sometime during the month of January. The principal will be permitted to submit a reply in writing to the evaluation if he/she so chooses. The reply must be submitted within seven calendar days of the evaluation conference.

During the month of January, the superintendent shall share with the Board the evaluation of the principal and the principal's reply if one was submitted.

These evaluation reports shall be attended by the principals. The Board, with input from the superintendent and principal shall set forth goals for the succeeding year for the administrator in question. These goals shall be a part of the evaluation standard for the succeeding year.

- 3) The Board will evaluate the superintendent during the month of February according to the procedures it chooses to adopt.

The job description in Section IV shall be used in doing the evaluation. A written summary of the evaluation shall be drawn up for the record upon conclusion of the evaluation and shall include goals for the succeeding year. The goals will be part of the standard for evaluation for the succeeding year.

4. Financial

- a. The Administrator shall prepare and present a budget each year. He/She shall submit a preliminary budget to the Board by April 1 for study. The amended status of the major sections of the budget shall be presented as required at each regular Board meeting following the April presentation. He/She shall present the approved budget at the annual meeting.
- b. The Administrator shall be authorized to select and purchase supplies and equipment for the schools within the budgetary allotment approved by the Board and the annual meeting. He/She shall secure competitive bids as necessary.
- c. The Administrator shall be responsible for methods of handling money in the individual schools.
- d. The Administrator shall prepare an inventory yearly of all school property and submit it to the Board.
- e. The Administrator shall inform the Board concerning the financial needs of the District both present and future and assure that debt payments are made promptly and that funds are not expended in excess of budgeted amounts.
- f. The Administrator shall during the year report at least monthly, current status of expenditures as compared to budgeted amounts.
- g. The Administrator shall co-authorize along with the bookkeeper any transactions which involve the transfer of money from checking to savings accounts, savings to checking accounts, or from one fund to another fund. He/She shall inform the Board of such transactions at a subsequent Board meeting. When the need for such transactions is apparent, he/she shall inform the Board in advance of the transaction and elicit prior approval when timelines permit.

Revised: September 1, 2009

Revised: October 1, 2012

Revised: August 19, 2013

DEMS PRINCIPAL

A. General Description

To be aware of the responsibilities placed on the educational system which result from local community and general societal changes and demands; to assist the Superintendent in the organization, direction, administration, supervision and evaluation of the Darlington Elementary/Middle School facilities, programs and activities (curricular and extracurricular), and personnel in accordance with the policies and procedures prescribed by the Superintendent, Darlington Community School District.

B. Qualifications

1. The DEMS Principal shall have at least a master's degree from an accredited college or university with course work in educational administration, supervision and curriculum development.
2. The DEMS Principal shall hold or be qualified to hold the appropriate certificate for their position as required by the Department of Public Instruction.
3. The DEMS Principal shall have at least 3 years of successful professional experience in a teaching, administrative, or supervisory position.

C. Appointment

1. The DEMS Principal shall be hired by the Board of Education upon recommendation of the Superintendent for a term not to exceed 2 years. Salary adjustments shall be considered annually on or before June 15.
2. The DEMS Principal shall be entitled to the same fringe benefits extended to the teaching staff and shall annually be granted vacation in accordance with the terms of their individual contracts.
3. The DEMS Principal is encouraged to attend professional meetings and conferences as approved by the Superintendent and Board of Education. The DEMS Principal may attend state meetings and regional meetings at such times as it seems in the best interests of the District. The DEMS Principal shall be entitled to reimbursement for the expenses incurred in attendance at such meetings at the same rate as prescribed for the District Administrator.
4. The DEMS Principal shall be reimbursed for attendance at a national meeting once every other year. Two state meetings per year may be included in those meetings as well as a reasonable number of regional meetings or conferences. Appropriations shall be made in the annual budget to cover the costs of these meetings and shall be subject to Board approval.

At a regular School Board meeting prior to departure to attend such meetings, the DEMS Principal shall inform the Board of their intent to attend and shall estimate total costs for attendance for Board final approval.

D. Duties

1. The DEMS Principal shall be responsible to the district administrator for the organization and administration of their particular building or buildings in accord with District Policy and Board of Education rules, regulations and directives.
2. The DEMS Principal shall be responsible for the supervision of the teaching faculty and instruction in all classes. Such supervision is to include classroom visitations, individual and group conferences, written and oral recommendations and evaluations.
3. The DEMS Principal shall be responsible for maintaining channels of communication between staff members and students, among staff members, and between the school and the community.
4. The DEMS Principal shall maintain continuous curriculum evaluation.
5. The DEMS Principal shall supervise the selection of textbooks, supplies and equipment, and all other materials necessary for the operation of the school.
6. The DEMS Principal shall be responsible for the development of the class schedules.
7. The DEMS Principal shall be responsible for the coordination and review of budget requests from the various teachers and departments assigned to their respective building.
8. The DEMS Principal shall develop and implement a plan which provides for evaluating and reporting student progress and for the classification and promotion or retention of pupils.
9. The DEMS Principal shall be responsible for the discipline of all students under their charge and shall have authority to suspend pupils in accord with prevailing legislation and law.
10. The DEMS Principal shall be responsible for administering and reporting on such federal, state and local programs as directed and assigned by the district administrator.
11. The DEMS Principal shall insure that the U.S. flag is properly displayed each school day and that appropriate observance is held on all holidays and special days which fall during the school year.
12. The DEMS Principal shall enforce all laws, fire drills, and safety precautions

and shall adhere to instructional time allotments as prescribed by the Board of Education and prevailing legislation and law.

13. The DEMS Principal shall assume responsibility for all monies collected within the school building. An accounting for such monies shall be provided to the administrator at the end of each semester.
14. The DEMS Principal shall be responsible for the enforcement of Board policy which denies unauthorized agents for salesmen the privilege of approaching teachers or students during school time or on school property. Authorization shall be obtained in advance by Board action whenever possible. When such advance authorization cannot be obtained, either the district administrator or building principal may grant authorization.

E. Roles and Responsibilities of the DEMS Principal

1. Communicates and works with teams of teachers and individual team members.
2. Organizes and chairs unit meetings.
3. Serves as school's communication with home, within school system and community.
4. Coordinates the functions of the total staff to utilize their individual strengths.
5. With the help of staff and consultants, provides pre-service and inservice education programs, including induction and orientation of new staff members.
6. Involves teachers in the decision-making processes at the appropriate instructional levels.
7. Promotes implementation of appropriate instructional materials with teachers.
8. Works in curriculum development.
9. Keeps abreast of research and development.
10. Coordinates the functions and formulates school policies of the total staff.
11. Governs personal activities and professional and/or teaching activities in such a way that these activities will be in conformance with District policy and administrative and School Board rules, regulations and directives.
12. Directs and coordinates all planning and program development.
13. Oversees the development of clear purposes and objectives for all programs.
14. Assists in developing alternative plans for meeting program objectives.

15. Assists in selecting priorities among alternative plans and programs.
16. Directs the development of criteria for evaluation of programs.
17. Screens and selects members of the professional and support staff.
18. Supervises, evaluates, and recommends for reappointment or dismissal all professional and support staff.
19. Makes assignments and develops schedules for all staff.
20. Collects data and prepares and justifies the annual budget requests for the department or school.
21. Directs all activities for selection of instructional materials, equipment, and supplies.
22. Plans instructional facilities.
23. Establishes procedures for inventory and security.
24. Prepares information and sets procedures for student registration and scheduling.
25. Organizes all routines necessary for maintenance, safety, security, discipline, attendance, and welfare of students.
26. Supports information for reports of status of all school programs, and procedures for District, Board of Education, State or Federal use.
27. Provides leadership and direction for all aspects of the school or departmental operation.
28. Serves as representative and spokesperson of the school with community groups, parent clubs, district administrator, and with the Board of Education.
29. Provides leadership and direction with the school's Student Management System(s).
30. Provides leadership and management of K-12 summer school, maintaining all necessary records.

F. Supervision Received

District Administrator of Darlington Community School District

G. Supervision Given

Teachers, support personnel, and coaches

H. Evaluation

A minimum of an annual evaluation completed by the District Administrator with a review by the School Board shall be completed in January each year.

Revised: September 1, 2009

Revised: March 21, 2011

Revised: October 1, 2012

DHS PRINCIPAL

A. General Description

To be aware of the responsibilities placed on the educational system which result from local community and general societal changes and demands; to assist the Superintendent in the organization, direction, administration, supervision and evaluation of the Darlington High School facilities, programs and activities (curricular and extracurricular), and personnel in accordance with the policies and procedures prescribed by the Superintendent, Darlington Community School District.

B. Qualifications

1. Minimum of an earned master's degree from an accredited institution, college or university with course work in educational administration, supervision and curriculum development.
2. Valid secondary and administrative certification in the State of Wisconsin with the Department of Public Instruction.
3. Shall have at least three years of successful professional experience in a teaching, administrative, or supervisory position.
4. Demonstrate leadership and ability to work effectively with groups and individuals; demonstrate skills in organizing ideas and presenting them with clarity and conciseness; creative and imaginative approach to problem solving; ability to make sound decisions and withstand pressures.

C. Appointments

1. The DHS Principal shall be hired by the Board of Education upon recommendation of the Superintendent for a term not to exceed 2 years. Salary adjustments shall be considered annually on or before June 15.
2. The DHS Principal shall be entitled to the same fringe benefits extended to the teaching staff and shall annually be granted vacation in accordance with the terms of their individual contracts.
3. The DHS Principal is encouraged to attend professional meetings and conferences as approved by the Superintendent and Board of Education. Principal may attend state meetings and regional meetings at such times as it seems in the best interests of the District. Principal shall be entitled to reimbursement for the expenses incurred in attendance at such meetings at the same rate as prescribed for the District Administrator.
4. The DHS Principal shall be reimbursed for attendance at a national meeting once every other year. Two state meetings per year may be

included in those meetings as well as a reasonable number of regional meetings or conferences. Appropriations shall be made in the annual budget to cover the costs of these meetings and shall be subject to Board approval. At a regular School Board meeting prior to departure to attend such meetings, Principal shall inform the Board of their intent to attend and shall estimate total costs for attendance for Board final approval.

D. Duties and Responsibilities

1. Develop and implement a plan which provides for evaluating and reporting student progress and for the classification and promotion or retention of pupils.
2. Responsible for administering and reporting on such federal, state and local programs as directed and assigned by the district administrator.
3. Insure that the U.S. flag is properly displayed each school day and that appropriate observance is held on all holidays and special days which fall during the school year.
4. Enforce all laws, fire drills, and safety precautions and shall adhere to instructional time allotments as prescribed by the Board of Education and prevailing legislation and law.
5. Assume responsibility for all monies collected within the school building. An accounting for such monies shall be provided to the bookkeeper or designated staff at the end of each semester.
6. Responsible for the enforcement of Board policy which denies unauthorized agents for salesmen the privilege of approaching teachers or students during school time or on school property. Authorization shall be obtained in advance by Board action whenever possible. When such advance authorization cannot be obtained, either the district administrator or building principal may grant authorization.
7. Screens and selects members of the professional and support staff.
8. Organizes all routines necessary for maintenance, safety, security, discipline, attendance, and welfare of students.
9. Observes, supervises and evaluates the performance of teachers and support staff.
10. Assists and supports teachers in developing and maintaining student self-discipline and appropriate classroom discipline; assists and supports teachers and other staff members in matters of student attendance and guidance.
11. Assists with professional development and the development of strategies and programs involving technology, innovations, common core standards, and methodology for the improvement of instruction and student learning.

12. Stays abreast of modern trends in education through study, observation, school visitations, and attendance at educational workshops and/or conferences.
13. Maintains close relationships with parents and patrons of the District; emphasizes positive public relations; assist in the organization of and attends a variety of school district functions.
14. Assists with the supervision of students in the classroom, hallways, lunchroom, restrooms and campus to ensure positive student behavior at all times.
15. Assists in the development of the master schedule of class offerings and room assignments.
16. Presents to the Superintendent an annual budget for the high school.
17. Assists in the process of student registration and check out.
18. Assists in the organization and supervision of activities such as prom, Honors Assembly program, and all events and activities associated with senior graduation.
19. Continuously encourages students, teachers, and classified personnel to perform to the best of their abilities.
20. Assumes administrative leadership of curricular departments.
21. Attends meetings, advises and approves various requests for assigned departments.
22. Prepares and revises the student handbook and supervises its distribution to all members of the student body.
23. Supervises substitute teachers, and para professionals on campus.
24. Assumes responsibility for the control of eligibility of all participating students in extracurricular activities.
25. Supervises and insures adult supervision of all activities for students.
26. Interviews, along with Athletic Director, applicants for coaching positions and makes recommendations to the Superintendent for the hiring of coaches.
27. Attends Governing Board meetings as requested and assumes other duties as assigned.
28. Maintains confidentiality of information regarding students, staff, parents, and school issues.

29. Provides a welcoming atmosphere for students, staff, parents and community.
30. Performs responsibilities in an ethical and professional manner.
31. Performs other related duties as assigned.
32. The Principal, in cooperation with the administration, shall present courtesy passes to coaches, school personnel and their spouses.
33. The Principal, in collaboration with the Athletic Director, shall complete the head coaches' evaluations at the conclusion of each season.

F. Supervision Received

District Administrator of Darlington Community School District

G. Supervision Given

Teachers, support personnel, and coaches

H. Evaluation

A minimum of an annual evaluation completed by the District Administrator with a review by the School Board shall be completed in January each year.

Approved: March 21, 2011

Revised: July 18, 2011

Revised: October 1, 2012

BOOKKEEPER

The job of Bookkeeper is done for the purpose of providing an array of fiscal services for the associated student body and/or school site employees who provide instructional and support services for students: conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

Essential Functions

- Analyzes expenditures against budget for the purpose of determining feasibility of service within budget parameters, making recommendations and/or maximizing use of funds.
- Assist in the development of district budget for the purpose of providing input into the overall planning and budgetary requirements.
- Assists outside auditors for the purpose of providing requested supporting documentation and coordinating necessary project activities.
- Administers all payroll operations
- Attends in-service trainings, staff meetings, workshops, etc. as requested for the purpose of conveying and/or gathering information required to perform job functions.
- Collects money for the purpose of completing transactions, preparing bank deposits and recording in the school district database system.
- Compiles financial information for the purpose of ensuring compliance with financial. Legal and administrative requirements.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records and complying with the district policies and other regulatory requirements.
- Informs personnel and/or vendors regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
- Maintains a variety of fiscal information, files and records for the purpose of up-to-date reference and audit trial.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Skills and Requirements

Skills, Knowledge and Abilities

Skills are required to perform single, technical tasks with a need to occasionally upgrade them in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job; operating standard office equipment, performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; business telephone etiquette; and safety practices and procedures.

Ability is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances, work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and/or purposes; and utilize specific, job related equipment. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School diploma or equivalent

Terms of Employment

Twelve month work year. Salary and work conditions as agreed upon by the Darlington Community School District.

Indirect Compensation

1. The Bookkeeper shall be entitled to (12) sick days, cumulative to a total of one hundred and ten (110) days. Any employee having ten years of service to the district would receive \$30.00 per day of accumulative sick days to a maximum of 55 days upon leaving employment for any reason other than termination for cause. Any employee having fifteen (15) years of service to the district would receive \$35.00 per day of accumulated sick days to a maximum of 65 days upon leaving the employment for any reason other than termination cause. Upon retirement, with least 20 years of service to the Darlington Community School District, the Bookkeeper will be paid \$35.00 per day for the unused sick days accumulated to a maximum of 110 days.
2. The Bookkeeper shall be entitled to time off on the following designated holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4	Christmas Day
3. Paid Vacation
The Bookkeeper must schedule vacation days with District Administrator's approval.
 - a. 1 week following first full year of employment
 - b. 2 weeks per year following the second year through the eighth year of employment
 - c. 3 weeks per year following the ninth year of employment
 - d. 4 weeks per year following the fourteenth year of employment and thereafter
 - e. The Bookkeeper may carry over five vacation days through August 15th of the school year.

4. The Bookkeeper shall be entitled to (3) personal leave days annually.
5. Authorized use of the Bookkeeper's personal car in the Bookkeeper's work shall be reimbursed at the current negotiated rate per mile.
6. The Board shall pay ninety percent (90%) of family plan or ninety-five percent (95%) of single plan toward the premium for a policy of individual and/or dependent(s) coverage for hospital surgical and major medical insurance selected by the Board; or may provide cash/annuity at an amount determined by the board.
7. The Board shall pay ninety (90%) of family dental insurance or ninety-five percent (95%) of a single plan policy coverage for dental insurance selected by the Board.
8. The Board shall pay one hundred percent (100%) of the dollar amount of premium of long term disability insurance selected by the Board. The long-term disability benefit will be paid at the ninety (90%) level.
9. Bookkeeper will be able to purchase Life Insurance per their own cost.

Evaluation

The District Administrator and/or designee shall provide a written evaluation at least once each year.

Approved: August 4, 2009

Revised: August 19, 2013

HEAD OF MAINTENANCE

Brief Description of the position:

Under the direction and supervision of the District Administrator, the Head of Maintenance will plan, organize and supervise the maintenance, repair and alteration of buildings, equipment and grounds, and the custodial functions involved in the care of the buildings and grounds.

Performance Responsibilities:

1. Operate in a legal and ethical manner, abiding by District policies, state and federal laws and regulations.
2. Complete work orders for the school principals and administrative office for the building and ground maintenance and construction. Work will have been checked and reviewed in a timely manner.
3. Directing and scheduling staff for district-wide building and ground maintenance programs in an appropriate and timely manner.
4. Review assignment of job priorities and work orders with District Administrator
5. Assign staff, work schedules of renovation, remodeling and repairs of school district building and ground facilities.
6. Develop and carryout plans, specifications for landscaping and other improvements within designated district budget.
7. Itemize budgets for buildings and ground maintenance operations to be performed by district crews and submit to District Administrator for approval.
8. Complete and coordinate district budget requests and projected district-wide maintenance and construction needs with district officials.
9. Follow policies/procedures for the recommendation and hiring of job applicants for employment.
10. Develop, Implement and supervise a training program for new and on-going employees.
11. Routinely attend first School Board meeting of the month and provide Board report when requested and as necessary to advance the needs of the departments.
12. Other duties assigned by the District Administrator will be effectively accomplished.
13. Attend Building and Grounds Committee meetings.

Experience:

Five years of and increasingly responsible experience in building construction or maintenance work.

Knowledge of:

Tools, materials, working practices and methods of the building trades; materials, equipment, working procedures and methods required in a school district building and grounds maintenance program, and in the repair and minor construction of school facilities; landscaping, insecticides and gardening tools; laws affecting the maintenance, repair and constructions of school buildings; principals of supervision, training and management.

Ability to: Plan and supervise a district-wide maintenance program; train and supervise skilled, semi-skilled and unskilled custodial, building, and grounds maintenance personnel; read and

interpret building plans; plan, direct and supervise the renovation, remodeling cleaning, or repair of school district facilities; develop and maintain cooperative working relations with school administrators, contractors and others contacted in the course of the work; follow written and oral directions; prepare and present oral reports for District Administrator.

Education: High School diploma or equivalent

Terms of Employment

Twelve month work year. Salary and work conditions as agreed upon by the Darlington Community School District.

Indirect Compensation

1. The Head of Maintenance shall be entitled to (12) sick days, cumulative to a total of one hundred and ten (110) days. Any employee having ten years of service to the district would receive \$30.00 per day of accumulative sick days to a maximum of 55 days upon leaving employment for any reason other than termination for cause. Any employee having fifteen (15) years of service to the district would receive \$35.00 per day of accumulated sick days to a maximum of 65 days upon leaving the employment for any reason other than termination cause. Upon retirement, with least 20 years of service to the Darlington Community School District, the Head of Maintenance will be paid \$35.00 per day for the unused sick days accumulated to a maximum of 110 days.

2. The Head of Maintenance shall be entitled to time off on the following designated holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4	Christmas Day

3. Paid Vacation

The Head of Maintenance must schedule vacation days with District Administrator's approval.

- a. 1 week following first full year of employment
 - b. 2 weeks per year following the second year through the eighth year of employment
 - c. 3 weeks per year following the ninth year of employment
 - d. 4 weeks per year following the fourteenth year of employment and thereafter
4. The Head of Maintenance shall be entitled to (3) personal leave days annually.
 5. Authorized use of the Head of Maintenance's personal car in the Head of Maintenance's work shall be reimbursed at the current negotiated rate per mile.
 6. The Board shall pay eighty-eight percent (88%) of family plan or eighty-eight percent (88%) of single plan toward the premium for a policy of individual and/or dependent(s) coverage for hospital surgical and major medical insurance selected by the Board; or may provide cash/annuity at an amount determined by the Board.
 7. The Board shall pay ninety (90%) of family dental insurance or ninety-five percent (95%) of a single plan policy coverage for dental insurance selected by the Board.
 8. The Board shall pay one hundred percent (100%) of the dollar amount of premium of long term disability insurance selected by the Board. The long-term disability benefit will be paid at the ninety (90%) level.
 9. Head of Maintenance will be able to purchase Life Insurance per their own cost.

Evaluation

The District Administrator and/or designee shall provide a written evaluation at least once each year.

Approved: August 4, 2009

Revised: April 2, 2013

Revised: August 19, 2013

Revised: July 25, 2014

ADMINISTRATIVE ASSISTANT

The Administrative Assistant shall be under the direct supervision of the District Administrator.

Essential Functions

- Directly responsible for the data management in the Accounts Payable Department.
- Responsible for all financial records and the data processing of such records, including:
 1. Verification of accuracy of expenditure statements and receipts.
 2. Posting of all expenditures.
 3. Maintenance of account records.
 4. Depositing of District funds
- Responsible for the payment of administrative approved expenditures and vouchers.
- Responsible for managing free and reduced lunch applications.
- Responsible for entering data into assigned reports, checking for accuracy, and storage of data.
- Responsible for providing copies of data to District Administrator as requested.
- Be present and provide data as requested to district auditor.
- Maintain transportation records.
- Coordinate and complete records and reports as needed for the District and State.
- Serve as District Administrator's secretary.
- Maintain the District account.
- Perform other duties as assigned by the District Administrator.
- Maintain confidentiality.

Job Skills and Requirements

- Excellent typing skills
- Excellent knowledge of accounting
- Computer input/output experience
- Data processing skills
- Excellent organizational skills
- Excellent skills in interpersonal relations/reception
- Skills in operation of copier, fax machine, and other office equipment
- Desirable: Flexible, enthusiastic, and eye for detail

Education: High School diploma or equivalent

Terms of Employment

Twelve month work year. Salary and work conditions as agreed upon by the Darlington Community School District.

Indirect Compensation

1. The Administrative Assistant shall be entitled to (12) sick days, cumulative to a total of one hundred and ten (110) days. Any employee having ten years of service to the district would receive \$30.00 per day of accumulative sick days to a maximum of 55 days upon leaving employment for any reason other than termination for cause. Any employee having fifteen (15) years of service to the district would receive \$35.00 per day of accumulated sick days to a maximum of 65 days upon leaving the employment for any reason other than termination cause. Upon retirement, with least 20 years of service to the Darlington Community School District, the Administrative Assistant will be paid \$35.00 per day for the unused sick days accumulated to a maximum of 110 days.
2. The Administrative Assistant shall be entitled to time off on the following designated holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4	Christmas Day

3. Paid Vacation

The Administrative Assistant must schedule vacation days with District Administrator's approval.

- a. 1 week following first full year of employment
 - b. 2 weeks per year following the second year through the eighth year of employment
 - c. 3 weeks per year following the ninth year of employment
 - d. 4 weeks per year following the fourteenth year of employment and thereafter
 - e. The Administrative Assistant may carry over five vacation days through August 15th of the school year.
4. The Administrative Assistant shall be entitled to (3) personal leave days annually.
 5. Authorized use of the Administrative Assistant's personal car in the Administrative Assistant's work shall be reimbursed at the current negotiated rate per mile.
 6. The Board shall pay ninety percent (90%) of family plan or ninety-five percent (95%) of single plan toward the premium for a policy of individual and/or dependent(s) coverage for hospital surgical and major medical insurance selected by the Board.; or may provide cash/annuity at an amount determined by the Board.
 7. The Board shall pay ninety (90%) of family dental insurance or ninety-five percent (95%) of a single plan policy coverage for dental insurance selected by the Board.
 8. The Board shall pay one hundred percent (100%) of the dollar amount of premium of long term disability insurance selected by the Board. The long-term disability benefit will be paid at the ninety (90%) level.
 9. Administrative Assistant will be able to purchase Life Insurance per his/her own cost.

Evaluation

The District Administrator and/or designee shall provide a written evaluation at least once each year.

Approved: August 4, 2009

Revised: August 19, 2013

FOOD SERVICE DIRECTOR

Summary of Work:

Manages the Food Service Programs at two sites according to policies and procedures, and federal/state requirements. Provides leadership, support, and guidance to ensure that food quality standards, inventory levels, and food safety guidelines are met. Maintains records of income and expenditures, food, supplies, personnel, and equipment.

Principle Tasks

- Supervises, coordinates, and evaluates work of all food service employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen.
- Conducts planning and budgeting.
- Manages a cost-effective program.
- Forecasts and plans the purchase of food, supplies, and equipment.
- Oversees in menu planning.
- Maintains required records including food production, inventory, income/expense, meal counts and personnel records.
- Ensures that established sanitation and safety standards are maintained.
- Oversees and participates in the preparation and serving of food.
- Interacts with students, other personnel, and the public.

Education Requirements

A high school diploma or equivalent is required. Specialized training in food service management and nutrition is desirable. Required to complete DPI approved Sanitation and Safety course.

Experience

Experience in quantity food production/service and personnel supervision is desired.

General Knowledge, Skills, and Abilities

The Food Service Director must possess the following:

- Skill in motivating and supervising food service personnel.
- General knowledge and understanding of nutrition.
- Ability to interpret a nutrient analysis spreadsheet of school meals.
- Knowledge of food service program requirements.
- Basic computer skills.
- Ability to maintain records and complete reports as required, including web-based reporting.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of food service program finances.
- Skill in using public relations techniques to promote the food service program to children, school personnel, and the public.
- Ability to interact positively with children, other school personnel, and the public.

Terms of Employment

One hundred ninety days of employment. Salary and work conditions as agreed upon by the Darlington Community School District.

Indirect Compensation

1. The Food Service Director shall be entitled to (12) sick days, cumulative to a total of one hundred and ten (110) days. Any employee having ten years of service to the district would receive \$30.00 per day of accumulative sick days to a maximum of 55 days upon leaving employment for any reason other than termination for cause. Any employee having fifteen (15) years of service to the district would receive \$35.00 per day of accumulated sick days to a maximum of 65 days upon leaving the employment for any reason other than termination cause. Upon retirement, with least 20 years of service to the Darlington Community School District, the Food Service Director will be paid \$35.00 per day for the unused sick days accumulated to a maximum of 110 days.
2. The Food Service Director shall be entitled to time off on the following designated holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
	Christmas Day
3. The Food Service Director shall be entitled to (3) personal leave days annually.
4. Authorized use of the Food Service Director personal car in the Food Service Director's work shall be reimbursed at the current negotiated rate per mile.
5. The Board shall pay eighty-eight percent (88%) of family plan or eighty-eight percent (88%) of single plan toward the premium for a policy of individual and/or dependent(s) coverage for hospital surgical and major medical insurance selected by the Board; or may provide cash/annuity at an amount determined by the Board.
6. The Board shall pay ninety (90%) of family dental insurance or ninety-five percent (95%) of a single plan policy coverage for dental insurance selected by the Board.
7. The Board shall pay one hundred percent (100%) of the dollar amount of premium of long term disability insurance selected by the Board. The long-term disability benefit will be paid at the ninety (90%) level.
8. Food Service Director will be able to purchase Life Insurance per his/her own cost.

Evaluation

The District Administrator and/or designee shall provide a written evaluation at least once each year.

Approved: August 4, 2009

Revised: August 19, 2013

Revised: April 16, 2018

DISTRICT ASSESSMENT COORDINATOR/ACTIVITIES DIRECTOR

I. ASSESSMENT COORDINATOR

Under the direction of the Superintendent, the Assessment Coordinator provides data and assessment services to impact instructional practices and inform decisions at the student, classroom, school site, and district levels.

A. QUALIFICATIONS

Minimum qualifications include: possession of, or eligibility for, a Wisconsin Teaching License; an advanced degree in education or related field; and at least four (4) years of teaching and increasingly responsible experience in an educational setting, which may include supervisory or administrative responsibilities.

Knowledge of: formative, summative and benchmark assessment development and use; the Standardized Testing and Reporting Program; programs that emphasize the use of integrated assessment data; the Wisconsin Department of Public Instruction, assessments and statistical methods used in compiling assessment results.

The ability to: formulate and evaluate data emphasizing assessment and accountability; identify staff development needs and develop and coordinate such activities with the Curriculum Coordinator; communicate orally and in writing; work collaboratively; establish effective working relationships. Experience with current assessment programs, technology, data analysis and coaching desired.

B. DUTIES & RESPONSIBILITIES

Provides leadership and support to districts in analyzing academic performance data to inform instruction and accountability systems reporting.

Researches and compiles data, prepares analyses and reports, assists with presentation of data to staff, district, and other groups.

Designs methods and processes to collect and analyze district data specific to local, conference and state results.

Supports district testing, designing and implementing test distribution, collection and submission procedures in accordance with Wisconsin Department of Public Instruction guidelines.

Operates a computer, related software and other office equipment as needed to perform assigned duties.

Performs related duties as assigned.

II. ACTIVITIES DIRECTOR

The position of activities director in any school setting is a vital and visible position. The smooth operation of an athletic program depends greatly on the efforts of the activities director.

The activities director prepares a complete and realistic budget which reflects the needs of the program. Preparation of such requires input from the head coaches and assessments by the activities director. Timelines for major purchases requires long range planning for equity in programs and realistic monetary requests on a yearly basis. After budget approval, constant budget control throughout the year is necessary.

Scheduling responsibilities include all district activities, academic, co-curricular, music and athletic. All activities in this area require careful planning and consideration of the needs of the athletes and the coaching staff.

Public relations are a major part in the activities director's role. Proper use of the news media is only part of the program. The activities director must have the ability to meet the public and communicate clearly the goals, procedures, and operation of the athletic program.

The activities director is expected to coordinate the many "behind the scenes" activities that make for pride and satisfaction in the program. This includes providing proper setup and adequate work crews.

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The duties and responsibilities of the activities director are as follows:

The activities director of the Darlington Community School District shall be responsible to the Superintendent. The actual operation of the total athletic program of grades 7-12 shall be the responsibility of the activities director. All co-curricular staff will work cooperatively under the activities director on such matters as WIAA eligibility, equipment purchases, scheduling events, hiring of officials, scheduling of non-conference contests, transportation and all co-curricular events and activities. The activities director, in cooperation with the principals, shall be responsible for all arrangements concerning home athletic contests and school co-curricular activities. All personnel assigned to work at home athletic events will be under the direction of the activities director.

A. RESPONSIBILITIES TO WIAA:

1. File with the WIAA all required physical and dental examination cards.
2. Compile and produce WIAA eligibility lists. Mail these lists to the WIAA and appropriate school districts.
3. Maintain communications with the WIAA.
4. Supervise procedures for insurance claims.

B. GENERAL RESPONSIBILITIES

1. The activities director, in collaboration with the Principal, shall complete the head coaches' evaluations at the conclusion of each season.
2. The activities director shall present to the Superintendent an annual budget for Athletics and shall be responsible for distributing the proper budget forms to head coaches and arrange conferences regarding activity budgets.
3. The activities director shall observe and supervise coaches and co-curricular staff.
4. The activities director shall develop all athletic/activity schedules and distribute schedules to appropriate personnel, community, and media.
5. The activities director shall oversee the preparation and scheduling of transportation needs for all athletic/activity trips.
6. The activities director shall prepare and disseminate contest contracts.
7. The activities director shall assume responsibility of all game management for all athletic events.
8. The activities director shall arrange for and insure the payment and hospitality of officials for all contests.
9. The activities director shall assume responsibility for the control of eligibility of all participating students in co-curricular activities.
10. The activities director shall supervise and insure adult supervision of all co-curricular events.
11. The activities director shall ensure the planning of athletic/activity awards presentations.
12. The activities director shall interview applicants, with principals, for co-curricular positions and make recommendations to the Superintendent for the hiring of coaches.
13. The activities director shall develop and be responsible for uniform replacement schedules and inventory control; and develop and prepare the athletic budget.
14. The activities director shall complete necessary reports on athletics/activities and insures adequate publicity of school events.
15. The activities director shall submit a yearly written evaluation of the athletic program and facilities to the Superintendent with recommendations for improvement and possible changes in policies, procedures and regulations.

16. The activities director shall maintain confidentiality of information regarding students, staff, parents, and school issues.
17. The activities director shall perform responsibilities in an ethical and professional manner.
18. The activities director shall be responsible for approving all athletic purchases and seeing that proper purchase orders are issued.
19. The activities director shall keep and maintain accurate records for the various sports including expenditures, individual participation records season statistical summaries, and annual statistical summaries.
20. The activities director shall be responsible for verifying all invoices and keeping records so that a financial report can be prepared for each activity for head coaches, the administration, and the Board of Education.
21. The activities director shall be responsible for ensuring completion of online rules video and exam for all coaches.
22. The activities director shall be responsible for arranging for the purchase and/or sale of tickets to WIAA Tournaments for coaches, administrators, and students.
23. The activities director, in cooperation with the administration, shall present courtesy passes to coaches, school personnel and their spouses.
24. The activities director, in cooperation with the coaches, will prepare programs for each home contest.
25. When Darlington High School is assigned to host WIAA Tournaments, the responsibility as tournament manager will be that of the activities director. They shall receive the established fee for tournament manager when provided by the WIAA.
26. The activities director shall be responsible for making arrangements for coaches and athletes to attend WIAA state tournaments.
27. The activities director shall serve as the chairman of the athletic board which shall meet to establish athletic policy, discuss common problems, and review training violations as stipulated in the school's Athletic Code of Conduct. In such capacity, they shall be responsible to insure that coaches adhere to the letter and spirit of the coaches' handbook and to District policy.
28. The activities director shall direct the school's letter organization.
29. The activities director shall attend Governing Board meetings as requested and assumes other duties as assigned.

C. SUPERVISION RECEIVED

District Administrator of Darlington Community School District

D. SUPERVISION GIVEN

Coaches and Assistant Activities Director

E. EVALUATION

A minimum of an annual evaluation completed by the District Administrator with a review by the School Board shall be completed in February each year.

F. The Board may review, revise, or divide the responsibilities at any time.

Approved: December 19, 2016

BUSINESS MANAGER

The job of School District Business Manager is established and serves for the purpose of providing an array of fiscal services for the School Board, associated student body and/or school site employees who provide instructional and support services for students: conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

Job Skills and Requirements, Knowledge and Abilities

Skills are required to perform single, technical tasks with a need to occasionally upgrade them in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job; operating standard office equipment, performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; business telephone etiquette; and safety practices and procedures.

Ability is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances, work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and/or purposes; and utilize specific, job related equipment. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Education and Experience

- Master's Degree in Education, School Business Administration or the equivalent.
- Wisconsin Department of Instruction Business Manager License (08) or the equivalent.
- At least two years of administrative or supervisory experience.
- Demonstrated leadership and organizational ability in working with administrators, staff, parents, and the general public.
- Good communication and public speaking skills.
- Knowledge of school district functions and school finance, including the Wisconsin uniform Financial Accounting Requirements (WUFAR).
- Experience in or knowledge of Human Resources is desirable.
- Job related experience with increasing levels of responsibility is desired.

Terms of Employment

Twelve month work year. Salary and work conditions as agreed upon by the Darlington Community School Board.

Roles and Responsibilities of the School District Business Manager

Accounting and Reporting

- Utilize Wisconsin Uniform Financial Accounting Requirements (WUFAR) as the financial accounting system for the school district.
- Require that the accounting procedures comply with the requirements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Maintain an effective system of internal controls.
- Recognize revenue and expenditures in the appropriate accounting period.
- Utilize modified and full accrual accounting in accordance with generally accepted accounting principles for classifying fund and receipt accounts.
- Reconcile bank statements on a monthly basis.
- Ensure that a sequential system for check numbers is maintained.
- Establish and maintain a fixed asset accounting system.
- Prepare accurate periodic financial reports for all stakeholders.
- Maintain a chart of accounts in accordance with district needs.
- Continuously monitor the accounting system and make adjustments as necessary.
- Utilize an encumbrance system of accounting.
- Process financial transactions on a timely basis.
- Follow proper procedures for the acceptance of donations and gifts and assure that expenditures are made in accordance with the purposes and requests of the donor, when appropriate and legal.
- Manage an effective district wide system of internal control, accounting, and auditing of student activity funds.
- Adhere to the standards for financial accounting and reporting for shared service arrangements, when applicable.
- Assist in the process of securing financial professionals for capital improvement financing projects.
- Assist in the development of post-retirement benefits.
- Complete and file Medicaid cost reporting.
- Maintain accounts receivable records including billing.
- Manage scholarship trust funds.
- Submit accurate financial reports to the Wisconsin DPI.
- Keep the superintendent and board of education informed of the financial condition of the school district.
- Monitor federal grants including filing claims, time and effort monitoring, maintenance of effort (MOE) and indirect costs.
- Assist in the collection of fees for programs, food service, etc.

Auditing

- Assist in the process of securing an external auditor.
- Facilitate the external audit process.
- Review and respond to the audit findings and management letter.
- Develop corrective action plan if applicable.
- Prepare financial statements which may include management discussion and analysis (MDA).
- Adhere to all legal and contractual requirements and submit to all interested parties including the superintendent, school board, public, and appropriate state and federal agencies.

- Identify and monitor weaknesses in internal control.
- Facilitate actuarial study for post-retirement benefits.

Budget and Financial Planning

- Assist school district personnel in the planning and preparation of the district budget.
- Prepare the budget document in accordance with prescribed timelines.
- Adhere to all legal and contractual requirements for the development of the budget.
- Recommend a budget and periodic budget amendments to the superintendent and school board.
- Ensure that budget amendments are approved by the school board and publish in a timely manner when appropriate.
- Operate an accounting system which monitors school expenditures and verifies that expenditures are made in accordance with budgeted expectations.
- Monitor budget throughout the year.
- Periodically communicate and inform the school board, the staff, the community and others about budgets and their changing status.
- Present budget at annual meeting or budget hearing.
- Serve as a resource to the district-level and/or building-level decision making committees.
- Reconcile available resources and expected revenues with the fiscal needs of the school district.
- Monitor classification of fund balance allocations.
- Prepare multi-year budget projections when appropriate for financial planning.
- Calculate current state funding formulas to include revenue limit and equalization aid.
- Analyze the impact of pay as you go vs. annual required contribution (ARC) for post-retirement benefits.

Cash Management

- Implement cash handling procedures and internal controls over all cash handling locations.
- Develop and monitor monthly cash flow projections.
- Develop, implement, and monitor the cash investment program, in compliance with the board-approved investment policy and requirements of state statutes.
- Adhere to all legal requirements regulating bank depository bids and contracts.
- Ensure district investment assets are collateralized.
- Monitor and maintain banking services.

Debt Management

- Identify need for both short-term and long-term capital financing, including lease/purchase of real property.
- Identify cash flow needs, determine investment vehicle, seek bids or quotes and secure appropriate financing for short-term borrowing.
- Assist in long-term borrowing referendums.
- Adhere to all legal requirements for issuing and serving long term general obligation bonds.
- Assist with district participation in the bond rating process.
- Provide information to the community relating to bond issues.
- Submit continuing disclosure requirements.

General Management

- Review business office structure, processes and procedures.
- Formulate an organizational structure for the management of school business operations, where applicable and if required.
- Follow all local policies as well as state and federal laws and regulations in the operations of school business.
- Develop and maintain business procedure manuals for all school business operations.
- Maintain a system where specific tasks are carried out effectively and efficiently.
- Use technology and other methods to improve productivity of staff.
- Update Board on emerging trends that have a financial impact on district (national health care, post-employment benefits)
- Assist in recurring and non-recurring referendums.
- Work with legal counsel.
- Communicate effectively with public, school board, school staff and media.
- Support the mission and goals of the school district.
- Promote principles of team building and collaboration.
- Exhibit ethical behavior in all actions.
- Assist in the meeting of the organization's goals and strategic plan.
- Adhere to record retention laws.
- Assist in development of policies.
- Collaborate with other organizations such as school districts, CESAs, municipalities and counties, etc.

Human Resource Management

- Select and maintain approved vendors for 403b and 457 plans.
- Select and maintain approved vendors for Section 125 plans.
- Assist in the development, design, implementation, and communication of benefit plans (health, dental, vision, life and LTD insurance including fully insured vs. self-funded plans.)
- Comply with federal labor laws including FMLA.
- Assist in the development, design, implementation, and communication of compensation plans.
- Assist in wellness management.
- Assist in developing total compensation packages.

Payroll Management

- Learn, maintain, evaluate and update payroll system.
- Develop a schedule of salary payments and process payroll accordingly.
- Communicate payroll information to staff.
- Prepare payroll deductions and corresponding deposits and reports in a timely manner and in accordance with legal and regulatory requirements such as TSAs, Section 125 plans, state and federal taxes and Wisconsin Retirement.
- Ensure compliance with all payroll laws and regulations.
- Maintain salary, leave and absence data.

Risk Management

- Determine risk management needs of the district.
- Employ insurance consultant to assist the district in risk management needs.
- Adhere to legal requirement for insurance coverage.

- Maintain district's property and liability, errors and omissions, unemployment, workers compensation and student accident insurance.
- Assess current insurance coverage and recommend any changes consistent with district needs.
- File insurance claims when appropriate.

Other Related Service

- Administer and monitor food service operations
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

INDIRECT COMPENSATION

Includes two hundred and sixty (260) contract days each contract year (July 1- June 30). All prorated salary and benefits shall be determined on the basis of two hundred and sixty (260) contract days each contract year.

- (a) The Business Manager shall be entitled to twelve (12) sick leave days each year. The Business Manager may accumulate up to a maximum of one hundred twenty-two (122) days of sick leave.
- (b) The Business Manager shall be entitled to time off on the following ten (10) holidays:
 1. Labor Day
 2. Thanksgiving Day
 3. Friday after Thanksgiving
 4. Christmas Eve day
 5. Christmas Day
 6. New Year's Eve Day
 7. New Year's Day
 8. Good Friday
 9. Memorial Day
 10. July 4th
- (c) The Board shall make available health, dental, long-term disability insurance and STRS payments pursuant to the terms of the applicable Employee Handbook.
- (d) The Board will pay the full amount of the employer's contribution and the Business Manager will pay the required employee contribution to the Wisconsin Retirement System.
- (e) The Board will pay individual membership dues in one state and one national association.
- (f) The Board will pay registration and related expenses for one national conference or convention every other year subject to prior approval from the Board.
- (g) Authorized use of the Business Manager's personal car in the Business Manager's work within and outside the District, exclusive of commuting, shall be reimbursed at the 46 cents per mile, adjusted each July 1st for the current district fiscal year.

- (h) The District may, but shall not be required to, provide a severance payment to the District Business Manager.
- (i). The Business Manager shall be entitled to the following vacation schedule: twenty (20) vacation days each contract year, exclusive of legal holidays. The Administrator shall provide prior notice of the utilization of vacation days to the Superintendent and those days shall be taken within twelve months of the employment year in which they are earned and shall not be cumulative.

Evaluation

Performance of this job will be evaluated annually by the District Administrator.

Approved: February 18, 2019

ADMINISTRATIVE LETTERS OF REFERENCE

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member or former staff member's performance with a prospective employer. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the individual's personnel file.

Providing a Reference

Pursuant to State law, an administrator responding to a reference request is presumed to be acting in good faith and is immune from all civil liability that may result from providing the reference to a prospective employer. The presumption may be rebutted upon a showing by clear and convincing evidence that the administrator knowingly provided false information or made the reference maliciously or in violation of Wisconsin's blacklisting statute.

Administrators who choose to provide a letter of reference, when asked, for any District employee or former employee shall adhere to the following when preparing such a letter:

- A. The request should be reduced to writing and submitted with enough lead time to allow a timely response.
- B. The letter of reference shall include only statements that are truthful and factual, and substantiated by the administrator's first hand knowledge of the employee or former employee and/or the employee or former employee's personnel file. When drafting the letter, the administrator should include the following:
 1. A description of the position that the administrator holds as well as the position to which the employee or former employee is or was assigned in the District, and the period of time upon which the administrator's comments are based.
 2. The duties assigned to the employee or former employee, and the manner in which s/he performed those duties and responsibilities. Any and all comments pertaining to the employee or former employee's job performance shall be based upon direct knowledge by the administrator and/or comments contained within employee or former employee's performance evaluations.
 3. If appropriate, the letter may also describe any additional duties or assignments of the employee or former employee, such as extra-curricular or co-curricular assignment, and the manner in which the employee or former employee performed those duties and responsibilities.

C. The letter of reference shall not include any of the following:

1. statements that the administrator knows to be untrue;
2. statements made in bad faith;
3. statements that are motivated by anger, grudges, jealousy, resentment, or ill will toward the employee or former employee;
4. statements that include exaggerations; or
5. statements that are based upon incomplete investigations involving the employee or former employee.

An administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, is prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

Approved: October 25, 2023