

# JOB DESCRIPTIONS INDEX

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**Prairie du Chien Area School District**  
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**BUSINESS OFFICE ASSISTANT/ACCOUNTS PAYABLE CLERK**

Qualifications:

1. Must possess a minimum of high school diploma; preference may be given to Associate or Bachelor Degree in accounting or business related field
2. Must have a working knowledge of office procedures/practices and of software and computer innovations
3. Must have the ability to maintain effective working relationships with students, faculty, other administrators and the general public and to deal with public relations problems courteously and tactfully
4. Must have good interpersonal and communication skills
5. Must have experience in bookkeeping/accounting
6. Must have cash handling-related experience
7. Must have computer knowledge in financial operations
8. Must have the ability to work independently on assigned projects
9. Must possess any other qualifications the Board, District Administrator, or Head Bookkeeper may deem necessary or

Reports Directly to:

Head Bookkeeper

Job Summary:

The Business Office Assistant shall perform secretarial/clerical duties for the Head Bookkeeper. He/she shall process purchase orders, student activity accounts and the distribution of funds to school activities. He/she shall perform such other duties as may be assigned by the Head Bookkeeper in accordance with the contract or are appropriate to the position.

Job Responsibilities:

1. Answer the telephone and greet visitors as assigned.
2. Enter requisitions into the computer system
3. Enter bills into the computer and generate a listing, and check for accuracy for board meetings
4. Print checks as needed and distribute to vendor as require to process payments and to avoid any finance charges
5. Assist in month-end closings after all report and registers are entered
6. Enter receipts and make adjusting entries as required

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7. Make adjusting and budget journal entries as needed
8. Prepare miscellaneous reports, surveys, etc.
9. Prepare checks for all district insurance and utilities
10. File materials and update and organize files.
11. Assist in completing reports and surveys.
12. Assist auditors with year-end closings, annual reports and budget reports
13. Reconcile purchase orders.
14. Check monthly statements and organize cleared checks.
15. Receipt monies for school accounts and deposits.
16. Generate monthly reports and bookkeeping for school and student activity accounts.
17. Keep accurate books on athletic workers.
18. Complete all other assignments as requested

APPROVED:

7/14/2014

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**ASSISTANT HIGH SCHOOL PRINCIPAL**

Policy:

241

Qualifications:

Must maintain proper certification and licensure as required by DPI.

Reports Directly to:

High School Principal

Supervises:

Certified and Non-certified Staff

Responsible for:

1. Coordinating At-Risk Program with At-Risk Director
2. Attendance
3. Truancy
4. Assigned Staff Evaluation
5. Supervision
6. Student Discipline
7. Building Climate

Evaluates:

1. Assigned Teaching
2. Non-certified Staff
3. Personal Secretary

Job Responsibilities:

1. The Assistant Principal Shall:
2. Act for the principal in his/her absence as designated.
3. Be responsible for discipline, attendance, and student activities.
4. Arrange for and conduct parent conferences and staffing as needed for behavioral, attendance, and other developmental concerns.

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5. Assist the Principal with supervision and evaluation of instructional staff, support staff and instructional programs.
6. Be responsible for the administration and supervision of school activities. This includes working with the faculty advisors in the organizations of faculty chaperones, procedures for student admittance, and handling of student discipline.
7. Participate in monthly meetings with the Guidance Department, At-Risk Coordinator and Special Services Director.
8. Assist and help coordinate school and community services (Social Services, Fire, Police, etc.) in dealing with students and other school-related matters.
9. Assist the principal and department chairs with the preparation and administration of the budget.
10. Perform such other tasks and assume such other responsibilities as may be assigned by the principal or the District Administrator.
11. Maintain positive public relations with community. Keep the public informed on educational programs in the school.

**LEGAL REF:**

1. Section 118.24
2. Section 121.02 (2)(a)
3. PI 3, Wis. Administration Code
4. PI 8.01(2)

**CROSS REFERENCE:**

1. Prairie du Chien Educational Support Personnel Contract
2. 225.1 Administrative Staff Evaluations

**APPROVED:**

September 13, 1993

**REVISED:**

April 10, 2000

# Prairie du Chien Area School District

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### ACTIVITIES DIRECTOR

#### Policy:

241

#### Qualifications:

Must maintain proper certification and licensure as required by DPI.

#### Reports Directly To:

High School Principal

#### Responsible for:

1. Administering and coordinating the Athletic Programs 7–12
2. Administering the Athletic/Activity Code
3. Head Coaches Evaluations
4. Facility use, maintenance and upgrades
5. Public Relations of Athletic Programs

#### Evaluates:

1. All head coaches
2. Personal Secretary

#### Job Responsibilities:

1. The Activities Director Shall:
2. Plan and schedule contests, officials, transportation, programs and workers for all sporting activities 7-12.
3. Inform area media of schedules and schedule changes.
4. Hold coaches and sponsor meetings on a quantity basis.
5. Verify that all coaches are licensed or PACE/ACEP certified.
6. Maintain and oversee program budgets, inventories, equipment storage, supplies, first aid supplies and uniforms.
7. Distribute and uphold the Athletic/Activity Code.
8. Maintain necessary forms, accident forms, physical cards, training code forms, insurance records and appropriate paperwork.
9. Maintain all equipment so that it meets all safety regulations.
10. Supervise home athletic events or have a designee to replace him/her.

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11. Perform annual evaluations of the head coaches.
12. Maintain proper relationships with Booster Club, School and coaches.
13. Attend league meetings.
14. Perform other duties as assigned by the high school principal.

**LEGAL REF:**

1. Sections 118.24
2. Sections 121.02 (2)(a)
3. PI 3, Wis. Administration Code
4. PI 8.01(2)

**CROSS REFERENCE:**

1. Prairie du Chien Educational Support Personnel Contract
2. 225.1, Administrative Staff Evaluations

**APPROVED:**

September 13, 1993

**REVISED:**

April 10, 2000

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**BUILDING HEAD CUSTODIAN**

Qualifications:

10. Must have a high school diploma or the equivalent; preference may be given to Associate or Bachelor Degree in a related field
  1. Knowledge of building operations and troubleshooting of building issues
  2. Must have a minimum of five years of experience in custodial work and/or general building maintenance
  3. Must have knowledge of basic custodial equipment and supplies
  4. Must have the ability to perform all tasks of a custodian
  5. Must have a minimum of two years of experience in the supervision of other workers
  6. Must be able to lift 40 pounds regularly and 80 pounds occasionally
  7. Must possess a valid driver's license
  8. Must possess or obtain during probation Cleaning Management Custodial Technician II rating and any other qualifications the Board or District Administrator, Supervisor of Buildings and Grounds, Building Administrator may deem necessary or advisable.

Reports Directly to:

Superintendent and buildings principal or designee (day-to-day operations)

Supervises:

Building Custodial Staff

Job Summary:

A head custodian shall perform and supervise the maintenance activities required to maintain school facilities in a condition of operating excellence, cleanliness and safety so that full educational and public use of them may be made at all times.

Job Responsibilities:

1. Recommend the purchase of and maintain an inventory of suitable supplies, tools and equipment.
2. Be responsible for the scheduling and training of custodial staff assigned to the building, with approval of administration.



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3. Be responsible for the removal of snow and ice from walks and parking areas associated with assigned buildings.
4. Work in consultation with the Building Administrator
5. Maintain a written record of major repair activities, painting schedules, cycled maintenance activities, staff training and staff performance.
6. Practice preventive maintenance. This requires that he/she obtain knowledge of mechanical equipment sufficient to avoid major breakdowns.
7. Perform light maintenance and repair duties in the assigned building.
8. Conduct maintenance procedures and custodial services in such a manner so that the safety and health of persons using the District's facilities are protected.
9. Supervise and annually evaluate the custodial staff assigned to the building.
- ~~10.~~ Inspect buildings and grounds on a monthly basis to monitor duties and projects to assure compliance with the established standards of workmanship, cleanliness, safety and security, and submit findings in written form to administration
  - a. Perform such other duties as assigned Administration appropriate to the position.

APPROVED:

December 13, 1993

REVISED:

June 12, 1995

November 13, 2000

7/14/2014

**Prairie du Chien Area School District**  
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**BUILDING ADMINISTRATOR**

Policy:

232

Qualifications:

1. Must possess a valid Wisconsin teaching and administrative certificate.
2. Must possess at least a master of arts/science degree in educational administration from an accredited institution of higher learning.
3. A minimum of three years of teaching experience at the elementary or middle/junior high school level (elementary and middle school level principals) or the middle/junior or high school level (middle and high school level principals) is desirable.
4. Must demonstrate expertise in school curriculum and instructional development.
5. Must possess any other qualifications the Board or District Administrator may deem necessary or advisable.

Reports Directly To:

District Administrator

Supervises:

1. Assistant Principal
2. Activities Director
3. Certified Staff
4. Non-certified Staff
5. Custodial Staff

Job Summary:

A Building Administrator shall provide leadership for program development, curriculum development and instructional development. A principal shall provide a vision and direction for the educational programs of the school. A principal shall assist the District Administrator or his/her designees in carrying out the routine, special and legal functions of the school.

Job Responsibilities:

1. Provide leadership for curriculum development in the building (i.e., articulation, sequencing, prioritizing, monitoring and assessment).

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2. Provide leadership for developing a school vision, philosophy and purpose through consensus with the building staff members.
3. Provide leadership in developing and implementing a communication system for all employees in the building.
4. Provide leadership in developing and implementing a public relations program with parents/guardians and community.
5. Provide leadership in staff development and instructional training.
6. Provide leadership in the monitoring and assessing of educational programs and student progress.
7. Provide leadership for the management and operational functions of the building.
8. Provide leadership in the effective use of technology.
9. Provide leadership in the management and operations functions for student control and management.
10. Be involved in the management of school maintenance and facilities.
11. Be responsible for the selection, development and evaluation of staff.
12. Provide instructional leadership for the development, implementation and improvement of the school program.
13. In conjunction with the District Administrator, administer personnel policies within the school.
14. Prepare, administer and evaluate the school's budget in accordance with Board policies and Business Office procedures.
15. Develop, implement and evaluate the school's health and safety programs. (e.g., fire drills and emergency preparedness programs) in accordance with District guidelines.
16. Interpret and communicate the school's programs to parents/guardians, school-related groups including parent/teacher organizations and the community.
17. Administer procedures for the classification, promotion and retention of students.
18. Organize and evaluate educational volunteer programs at the school.
19. Work cooperatively with District personnel and other secondary and elementary administrators in establishing a K-12 articulated program.
20. Administer or delegate the responsibilities for student discipline, attendance and dismissal in accordance with Board policies.
21. Complete written annual objectives as agreed upon with the District Administrator.
22. Serve as a member of committees and attend meetings as directed by the District Administrator.
23. Develop and supervise the program of orientation for new students, the scheduling of students and the development of student course schedules.
24. Supervise and evaluate all professional and support staff in accordance with Board policies and negotiated agreements.
25. Cooperate in the implementation of exceptional educational needs (EEN) and pupil services.
26. Conduct staff meetings as necessary for the proper functioning of the school.

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27. Keep abreast of current educational practices and theories through participation at workshops, conventions and educational meetings or attendance at college or university courses.
28. Supervise, coordinate and evaluate Assistant Principal/Activities Director.
29. Perform such other duties as assigned by the District Administrator or appropriate to the position.

**LEGAL REFERENCE:**

1. Section 118.24 Wisconsin Statutes
2. 121.02(1) (q)
3. PI 3, Wisconsin Administrative Code
4. 8.01 (2) (q)

**CROSS REFERENCE:**

1. Prairie du Chien Educational Support Personnel Contract
2. Policy 225.1, Administrative Staff Evaluations

**APPROVED:**

July 13, 1993

**REVISED:**

March 8, 1999

April 10, 2000

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**DISTRICT ADMINISTRATIVE /BOARD OF EDUCATION  
ASSISTANT**

Policy:

540

Qualifications:

1. Must have knowledge of and experience in the use of computers, copier/fax/scanner machine and be able to operate other office machines
2. Must have knowledge of office methods and procedures, business English, spelling and grammar
1. Proficient typing skills, organizational skills, clerical skills;
2. excellent public relation, phone skills, communication skills, carry out oral and written instructions
3. Deal with the public, Maintain confidentiality, and work under pressure
4. Must be a self-starter and an independent worker
6. Must have at least one of the following relevant experience (previous secretarial experience, prior work in a school office
7. Must possess a high school diploma
8. An associate degree is desirable
5. Must possess any other qualifications the Board or District Administrator may deem necessary or advisable

Reports Directly to:

District Administrator

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### Job Summary:

The Secretary to the District Administrator shall perform secretarial/clerical duties for the District Administrator and Board of Education and other duties as may be assigned or appropriate to the position

### Job Responsibilities:

1. Organize and maintain an efficient office
2. Maintain a workable electronic paperless filing system
3. Order and handle supplies for the District Administrator
4. Receive all communications, distribute mail, answer the telephone, take messages, screen calls, make appointments, making travel arrangements, and coordinate calendars for the District Administrator and Board of Education Members (BOE)
5. Take oral dictation, gather information, type any form of material as directed by the District Administrator
6. Type, Monitor, maintain, post and distribute all electronic personnel files related to correspondence to hiring, grievances, confidential files, certified staff licensure, individual letters of intent, personnel contracts, and staff evaluations of all staff member's
- 7.
8. Type, Monitor, maintain, and distribute Substitute Lists and District's personnel directory
- 9.
10. Prepare, transcribe, coordinate, assist, perform clerical tasks, and implement the any necessary materials for meetings, publication, agendas, notices, minutes of meetings, postings, all school board election procedures, procedures, policies, referenda, employee handbook, and legal notices as may be assigned by the District Administrator in electronic BOE folder, via school website, or email for easy access by BOE members.
11. Notify all Board members, staff, the official newspaper of all regular, committee, planning, and special meetings in accordance with state law and established procedures. This notification shall be given at least 24 hours before the scheduled meeting unless impossible or impractical and then not less than two hours' notice shall be given.
12. Post all job vacancies and bids in the district.
13. Maintain Wisconsin Student Number Locator System Site
14. Coordinate Open Enrollment
15. Register all students entering and withdrawing in the district
16. Complete reports for the Department of Public Instruction and federal agencies as required by state and federal law
17. Assist the business office with clerical work and assist other secretaries as time permits

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CROSS REFERENCE:

Prairie du Chien Educational Support Personnel Contract

APPROVED:

May 9, 1994

REVISED:

April 15, 1996

June 12, 2000

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**SECRETARY TO THE ACTIVITIES DIRECTOR**

Qualifications:

11. Must possess a high school diploma or equivalency; preference may be given to Associate or Bachelor Degree in a related field
  1. Must have a working knowledge of office procedures/practices
  2. Must have the ability to maintain effective working relationships with students, faculty, other administrators and the general public and to deal with public relations problems courteously and tactfully
  3. Must have good interpersonal and communication skills
  4. Must have the ability to work independently on projects assigned by the High School AD
  5. Must possess any other qualifications the Board, High School Principal or Activities Director may deem necessary or advisable

Reports Directly to:

1. High School Principal
2. Activities Director

Job Summary:

The Secretary to the High School Principal and Activities Director shall perform secretarial/clerical duties for the High School Principal or Activities Director.

Job Responsibilities:

1. Answer the telephone and greet visitors.
2. Assist in developing an all-school master calendar.
3. Assist in scheduling athletic games and officials and transportation for games.
4. Prepare letters, memos and other correspondence for the ~~Assistant~~ High School Principal and Activities Director.
5. File materials, update and organize files.
6. Sort the mail and send packages.
7. Assist other secretaries as time permits.
8. Perform other duties as may be assigned by the Assistant High School Principal/Activities Director or District Administrator in accordance with the contract or are appropriate to the position.
9. Provide first aid for all students in the nurse's absence.
10. Know and carry out emergency awareness procedures e.g. tornado and fire drills).



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11. Other duties as assigned

APPROVED:

May 9, 1994

REVISED:

September 1, 1994

August 14, 1995

July 21, 2000

7/14/2014

**Prairie du Chien Area School District**  
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**BUILDING SECRETARY**

Qualifications:

12. Must possess a high school diploma or its equivalency; preference may be given to Associate or Bachelor Degree in a related field
1. Must have a working knowledge of office procedures/practices
2. Must have the ability to maintain effective working relationships with students, faculty, other administrators and the general public and to deal with public relations problems courteously and tactfully
3. Must have good interpersonal and communication skills
4. Must have the ability to work independently on projects assigned by the School Principal
5. Must possess any other qualifications the Board or School Principal may deem necessary or advisable
6. Duties as assigned

Reports Directly to:

School Principal

Job Summary:

The Secretary to the School Principal shall perform secretarial/clerical duties for the School Principal and other duties as may be assigned in accordance with the contract or that are appropriate to the position.

Job Responsibilities:

1. Prepare/type letters, memos, other correspondence and reports as assigned or as necessary.
2. Answer the telephone and screen and direct calls.
3. Assist setting up the School Principal's calendar of meetings/appointments.
4. Maintain office equipment in proper functioning order and maintain a sufficient inventory of supplies for such machines
5. Know and carry out emergency awareness procedures (e.g. tornado and fire drills).
6. Provide first aid for students in the nurse's absence.
7. Monitor the bell system
8. Keep accurate enrollment figures.
9. Organize the distribution of keys to professional and support staff,
10. Maintain office supplies.

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11. Prepare transcripts for seniors as they apply to
12. Prepare and send transcripts for all graduates as requested
13. Prepare Senior Packets to be picked up after graduation
14. Get substitutes for teachers and teacher assistants as necessary.
15. Assist guidance department when needed re: scheduling, transcripts, credit, typing.
16. Maintain Progress Report Chart and mail out deficiencies each quarter.
17. Work with seniors, the High School Principal and the guidance department in preparing for graduation (e.g. diploma and cap/gown orders, publicity, and scholarships)
18. Sort mail for the office.
19. Prepare the daily announcements.
20. Prepare beginning school packets, information, handbooks, etc.
21. File the School Principal's materials and organize and update his/her files.
22. Assist other secretaries as time permits.
23. Assist in other office procedures as assigned by the School Principal.
24. Maintain Building Use calendar.
25. Organize/publicize Parent/Teacher Conferences
- ~~26.~~ Maintain school website (as assigned by principal)

APPROVED:

7/14/2014

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**BUSINESS OFFICE STAFF/PAYROLL MANAGER**

Policy:

541.36

Qualifications:

1. Must have experience in Bookkeeping/Accounting in a Business Office.
2. Must have extensive payroll experience
3. Must have experience in health and dental insurance and other employee benefits.
4. Must be knowledgeable in the use of computers as it relates to the financial operations of the district along with spreadsheets.
5. An Associate or Bachelor's Degree in Accounting /Bookkeeping preferred.

Reports Directly to:

Director of Business Affairs

Job Summary:

The Business Office Staff/Payroll Supervisor will be responsible for the payroll and fringe benefits of the District's employees, along with costing of bargaining proposals. They will also be involved in other business office functions such as but not limited to: overseeing the operations and updates computer system, bank reconciliation, and working with board policy and procedure creations and revisions.

Job Responsibilities:

1. The Payroll Supervisor shall:
2. Run all employee payrolls and payroll schedules.
3. Record check and file all time cards for non-teaching personnel.
4. Set-up new employees in payroll with all documentation and communications for benefits including insurances, taxes, employee physicals, leaves of absence and voluntary deductions.
5. Run gross payroll, print payroll and benefit registers, check for accuracy, then print payroll checks and distribute as necessary.
6. Prepare and execute all transfers, adjusting journal entries and reports necessary for quarter, calendar, fiscal year ends including all W-2 forms, retirement, unemployment, state tax and 941 tax forms.

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7. Prepare, execute and reconcile all accounts payable activity relating to payroll including new additions, deletions and monthly billing statements.
8. Prepare and enter all accrual payroll entries and work with auditors on year-end closing and annual report.
9. Run payrolls for all extra-curricular and extra-duty positions.
10. Assist Director of Business and administrative secretary in preparing all contracts for district personnel by preparing a list of current year contracts.
11. Calculate and document hours of work responsibility including holidays and early release dates to non-certified staff to verify payroll.
12. Assist Director of Business in preparing and entering payroll budget into financial software and to make any approved changes necessary throughout the year.
13. Assist administrative staff in investigating grievance matters that affect payroll or fringe benefits (i.e., Workers compensation claims, LTD claims etc.).
14. Assist Director of Business in maintaining communication with staff concerning benefits and payroll deductions.
15. Maintain compliance of Tax Sheltered Annuity plan for the District. Duties include the preparation of TSA annual employee contracts and calculation for staff that receives benefits in lieu of insurance.
16. Assist Director of Business Affairs in maintaining payroll compliance with the negotiated Master Contracts for Certified and Non-Certified staff.
17. Assist the Director of Business Affairs in creating and revising Board Policies and Procedures pertaining to the business office and in particular the payroll functions.
18. To prepare a written procedure manual of payroll functions along with appropriate forms.
19. Be proactive in upgrading the payroll system to be more time and cost efficient through direct deposit, electronic time cards and leave forms, etc.
20. Coordinate and process any workers compensation claims including necessary communication with the employee. To comply with any material posting in all district buildings required by the law concerning workers compensation procedures.
21. Complete all other assignments concerning payroll issues as requested by the Director of Business Affairs.

APPROVED:  
July 15, 1996

REVISED:  
July 21, 2000  
November 12, 2001

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**DIRECTOR OF BUSINESS AFFAIRS**

Policy:

235

Qualifications:

1. Must possess certification as required by Wisconsin State law.
2. Must possess any other qualifications the Board or District Administrator may deem necessary or advisable.

Reports Directly To:

District Administrator

Supervises:

1. Business Office
2. Non-certified staff

Organizational Position:

The Business manager shall work cooperatively with all members of the administrative team to support the goals of the District.

Job Summary:

The Business Manager, under the supervision of the District Administrator, shall be responsible for providing sound fiscal management in the operation of all money matters, including developing and managing the District budget, investing and borrowing money and managing receipts and payments.

Job Responsibilities:

1. Finance and Budget
2. Assist the District Administrator in preparing the annual District budget and presenting it to the public and to the Board for approval.

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3. Work with the Board and appropriate committees in the development of the District budget.
4. Help conduct the budget hearing to inform the public of the proposed budget and to receive input.
5. Help prepare the annual meeting booklet.
6. Recommend a tax levy to the Board to support the District budget.
7. Assist administrators and team leaders with developing individual budgets.
8. File all necessary reports, claims and forms to secure all money due to the District.
9. File annual financial reports with the Department of Public Instruction (DPI).
10. Help file handicapped aid, vocational education, title grants, 66:30 agreements and all other financial claims.
11. Borrow money on a long-term basis as needed to keep the District running financially until state aids and tax levy monies are received.
12. Borrow money on a short-term basis as needed to keep the District running financially until state aids and tax levy monies are received.
13. Invest money on a regular basis through money markets, certificates of deposit, NOW accounts, etc.
14. Seek bids in accordance with Board policy.
15. Monitor the District's health, dental, long-term disability, property and liability insurance.
16. Monitor the student activity fund.
17. Maintain District legal data and records and a history of the District's operations.
18. Financial Operations
19. The Business Manager shall:
20. Operate the District's accounting system) budget and payroll) to meet DPI standards and the Wisconsin Elementary and Secondary School Accounting System and Generally Accepted Accounting Principle standards.
21. Assist and direct bookkeepers in the processing of invoices, purchase orders, encumbrances and all other budget information.
22. Assist and direct bookkeepers in running computerized payroll in the processing of paychecks and reports.
23. Make recommendations to the District Administrator on the purchase or lease of equipment to ensure quality and efficiency in the financial and administrative functions of the District.
24. Prepare monthly budget updates for the Board.
25. Building and Grounds
26. The Business Manager shall:
27. With the Supervisor of Building and Grounds and Building Administrators.
28. Solicit quotations or bids for buildings and grounds needs.
29. Meet with the Supervisor of Buildings and Grounds and prepare materials for the Board's facilities committee.

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30. Serve as a resource to the Supervisor of Buildings and Grounds, Building Administrators and custodians/maintenance personnel on matters of building repair or custodial supplies.
31. Food Service
32. The Business Manager shall:
33. With the Supervisor of the Food Service Program, use the bidding process to help select food service providers or contractors.
34. Supervise the Food Service Program to make it self-supporting.
35. Purchase equipment as needed in cooperation with the Supervisor of the Food Service Program.
36. Monitor the collection of money and the collection procedures used in the Food Service Program. He/she shall ensure there are good audit trails and accountability.
37. Supervise the processing of all necessary publications and forms regarding eligibility for free and reduced meals.
38. Supervise the filing of monthly claims to the Department of Public Instruction (DPI).
39. Transportation
40. The Business Manager shall:
41. Negotiate with the bus contractor basis for student transportation services.
42. Process requests for non-resident transportation, parent contracts and any other transportation requests.
43. Make recommendations to the Board concerning hazardous transportation areas, alternative transportation options, equipment and other matters related to transportation.
44. Submit a report to the Board on yearly transportation costs, number of students transported, etc.
45. Personnel
46. The Business Manager shall:
47. Attend all Board meetings and committee meetings as designated by the District Administrator.
48. Represent the Board in support staff contract negotiations and support staff grievance matters.
49. Represent the Board at professional staff negotiations along with the District Administrator.
50. Recommend in-services for support staff, such as safety workshops, computer seminars, etc.
51. Recommend policies to be adopted concerning the fiscal management of the District.
52. Work with auditors to complete the year-end audit.
53. Monitor all monies coming into the District and ensure good audit trails and accountability.



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54. Ensure that all fixed assets are on a computerized inventory and that a copy of important records, including fixed asset inventory, budget, payroll, student financial records, etc. are kept.
55. Operate and supervise assigned committees, including safety, insurance and food service committees.
56. Perform such other duties as assigned by the District Administrator or appropriate to the position.

Evaluation:

Performance of this job shall be evaluated in accordance with the Board's evaluation of administrative staff policy.

**LEGAL REFERENCE:**

1. Section 118.24 Wisconsin Statutes
2. 121.02(1) (q)
3. PI 3, Wisconsin Administrative Code
4. 8.01 (2) (q)

**CROSS REFERENCE:**

1. Policy 225.1, Administrative Staff
2. Evaluations

**APPROVED:**

April 15, 1996

**REVISED:**

March 8, 1999

April 10, 2000

**Prairie du Chien Area School District**  
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**DIRECTOR OF SPECIAL EDUCATION**

Policy:

234

Qualifications:

1. Must possess a valid Wisconsin school psychologist license
2. Must possess a valid Wisconsin Director of Special Education license.
3. Must have a minimum of three years of related experience in special education
4. Must have demonstrated ability and expertise in special education
5. Must possess any other qualifications the Board or District Administrator may deem necessary or advisable.

Reports Directly To:

District Administrator

Supervises:

1. Special Education certified
2. Non-certified staff

Organizational Position:

The Director of Special Education shall work cooperatively with all members of the administrative team to support the goals of the District.

Job Summary:

The Director of Special Education shall provide leadership in the administration of the special education services and programs of the District.

Job Responsibilities:

1. The Director of Special Education shall:
2. Provide leadership and direction to all special education program units.
3. Implement Board policies and procedures relating to student services.
4. Coordinate all programs for all exceptional educational needs (EEN) children, including placement, admissions, programming, termination and follow-up.

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5. Develop and supervise in-service education for special education staff members.
6. Facilitate student services and special education meetings.
7. Server as the District's liaison with community agencies and other districts in matters dealing with student services and special education.
8. Coordinate the enrollment of students requiring special considerations.
9. Prepare reports on a regular basis to the District Administrator and board concerning the status of special education programs.
10. Notify the Transportation Director of transportation requirements for special education students.
11. Complete all required state and federal forms.
12. Supervise and evaluate professional and support staff working with special education students.
13. Attend regular meetings of the District Administrator's staff, board, committees and District groups and serve actively to improve staff communications, school-community communications, cooperation and planning.
14. Assist the District Administrator in developing and implementing personnel policies and guidelines that pertain to special education.
15. Complete written annual special objectives under the direction of the District Administrator.
16. At as the District's section 504 Coordinator.
17. Perform such other duties as assigned by the District Administrator or appropriate to the position.

Evaluation:

Performance of this job shall be evaluated in accordance with the Board's evaluation of administrative staff policy.

**LEGAL REFERENCE:**

1. Section 118.24 Wisconsin Statutes
2. 121.02(1) (q)
3. PI 3, Wisconsin Administrative Code
4. 8.01 (2) (q)

**CROSS REFERENCE:**

Policy 225.1, Administrative Staff Evaluations

**APPROVED:**

**Prairie du Chien Area School District  
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November 14, 1994

REVISED:  
April 10, 2000

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**GENERAL CUSTODIAN**

Qualifications:

1. Must have a high school diploma or the equivalent
2. Must have knowledge of basic custodial equipment and supplies
3. Must possess a valid driver's license
4. Experience in custodial work is desirable
5. Must possess, or obtain during probation, Cleaning Management Custodial Technician I rating and any other qualifications the Board, District Administrator, or Building Administrator may deem necessary or advisable
6. Must be able to lift 40 lbs. Regularly and 80 lbs. occasionally

Reports Directly to:

1. Head Custodian
2. Buildings principal or designee (day-to-day operations)

Job Summary:

A general custodian shall help maintain school facilities in a condition of excellence, cleanliness and safety so that full educational and public use of them may be made at all times.

Job Responsibilities:

1. Clean and do maintenance and other types of work commonly expected in the overall maintenance of school buildings and grounds.
2. Assist in maintaining an inventory of custodial supplies, tools and equipment.
3. Perform minor and preventive maintenance on equipment and tools as assigned.
4. Conduct maintenance procedures and custodial services in such a manner so that the safety and health of persons using the District's facilities are protected.
5. Support the Head Custodian and Building Administrator by performing assigned tasks under limited supervision when required.
6. Perform such other duties as assigned by the Head Custodian, Building Administrator or in accordance with the contract or appropriate to the position.

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APPROVED:  
June 12, 1995

REVISED:  
June 12, 2000  
February 12, 2001  
7/14/2014

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**MAINTENANCE MECHANIC**

Procedure:

564

Qualifications:

1. High school diploma or equivalent
2. Valid Wisconsin driver's license
3. Experience in plumbing, electrical, carpentry repairs, and equipment maintenance.
4. Knowledge of basic custodial and maintenance equipment and supplies
5. Ability to lift 50 lbs. regularly and 100 lbs. occasionally
6. Ability to communicate with co-workers, public and students
7. Successful completion of Cleaning Management Custodial Technician I training (During probation)
8. Ability to operate tractors, mowers, snow blowers, and other maintenance equipment.
9. Experience in grounds keeping and snow removal preferred.
10. Ability to read and understand electrical diagrams and building blueprints.

Reports Directly to:

1. Supervisor of Buildings and Grounds
2. Director of Business Affairs and Managerial Services.

Job Summary:

A Maintenance Mechanic helps in maintaining the physical school facilities and related equipment in a condition of excellence, cleanliness and safety so that full educational and public use of them may be made at all times.

Job Responsibilities:

1. Performs basic tasks of cleaning, maintenance work and other assorted types of work commonly expected in the overall operation of maintaining school buildings and grounds.
2. Assists in maintaining an inventory of maintenance supplies, tools and equipment.
3. Maintains the district's electrical, plumbing and HVAC systems in good working order.
4. Conducts maintenance procedures and custodial services in such a manner so that the safety and health of persons using the district's facilities are protected.
5. Assists in the regular maintenance and repair of school vehicles and mechanical equipment.

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6. Performs district grounds keeping activities, including mowing, irrigating, landscaping, fertilizing, *snow removal*, etc.
7. Carries out simple construction projects such as building of cabinets, display cases, etc.
8. Maintains all outdoor athletic fields including field markings.
9. Keeps logs of maintenance work performed.
10. Reports all facilities problems and failures of the structures, HVAC, plumbing and electrical systems to the Supervisor of Buildings and Grounds.
11. Assists in annual and ongoing inspections of facilities.
12. Meets regularly with the Supervisor of Buildings and Grounds to discuss and prioritize maintenance projects and needed repairs.
13. Performs other duties as assigned by the Supervisor of Buildings and Grounds, or Director of Business Affairs.
14. Evaluations will be conducted by the Supervisor of Buildings and Grounds in consultation with Building Administrators and the Director of Business Affairs.

APPROVED:  
June 12, 1995



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**DISTRICT ADMINISTRATOR**

Policy:

231

Qualifications:

1. Must possess or be eligible to receive a valid Wisconsin administrative license and meet the requirements established by the North Central Association of Colleges and Secondary Schools.
2. Must possess at least a master of arts/science degree in educational administration from an accredited institution of higher learning.
3. A minimum of three years each of successful teaching and administrative experience is desirable.
4. Must possess such alternatives or additional qualifications as determined by the Board of education.

Reports Directly To:

Board of Education

Supervisor:

Administrative Staff

Job Summary:

The District Administrator shall be the chief executive officer for the Board and shall provide for the planning, organizing, leading and controlling of facilities, personnel, programs and operations of the District.

The District Administrator shall be directly responsible to the Board and shall manage the District in accordance with Board policies and state and federal law. The District Administrator may delegate responsibilities to subordinates; however, this may not relieve the District Administrator's accountability to the Board for both routine and special objectives/functions.

Job Responsibilities:

1. The District Administrator shall:
2. Administer the policies as established by the Board.

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3. Prepare and distribute the printed agenda for each Board meeting.
4. Attend all Board meetings and participate in all deliberations, except those relating to his/her contract.
5. Administer the District in conformance with policies of the Board, rules and regulations of the Department of Public Instruction (DPI) and State and federal laws.
6. Coordinate the development of the annual budget for review and approval by the Board.
7. Schedule and conduct meetings with the administrative staff to involve administrators as a management team.
8. Implement the development and evaluation of the instructional program of the District.
9. Coordinate the personnel functions of the Board in accordance with personnel policies and procedures, negotiated agreements and state and federal laws.
10. Recommend the employment of all professional and support staff for Board approval.
11. Develop and implement an ongoing evaluation system for all employees in the District.
12. Coordinate the attendance boundaries for each school and the transfer of students from one school to another where such transfers are considered to be in the best interest of the educational program.
13. Coordinate a comprehensive in-service program for all employees and Board members of the District.
14. Participate on Board negotiating teams as required. He/she shall direct and coordinate all negotiations and activities in accordance with the Board's expectations.
15. Visit the schools periodically to advise and consult with teachers, principals and supervisors relative to the function of the schools and the effectiveness of the instructional program.
16. Prepare the annually agreed upon special objectives and complete a written report during each school year for the Board.
17. Develop and direct the public information program for the District.
18. Recommend new and revised policies to the Board on general operations and organization of the District.
19. Communicate effectively with other districts, community groups, government groups and citizens of the District.
20. Assist the Board in all matters pertaining to the general welfare of the District.
21. Perform such other duties as required by law or the Board or appropriate to the position.

LEGAL REFERENCE:

**Prairie du Chien Area School District**  
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1. Section 118.24 Wisconsin Statutes
2. 121.02(1) (q)
3. PI 3, Wisconsin Administrative Code
4. 8.01 (2) (q)

**CROSS REFERENCE:**

Policy 225, Evaluation of the District Administrator

**APPROVED:**

April 15, 1996

**REVISED:**

March 8, 1999

April 10, 2000

# Prairie du Chien Area School District

## Innovation for Success®

### SCHOOL NURSE

#### Policy:

531.3

#### Qualifications:

1. Must be a registered nurse licensed to practice in the State of Wisconsin.
2. Possession of a bachelor's degree is preferable.
3. Must be eligible for school nurse certification.
4. Must possess any other qualifications the Board or District Administrator may deem necessary or advisable.

#### Reports Directly to:

Building Administrators

#### Job Responsibilities:

1. Assist the school administration in planning, establishing and maintaining the school health program. He/she shall participate in establishing, revising and maintaining the District's health policies.
2. Serving on pertinent school health and curriculum committees.
3. Collaborating with the school administration in recommending and/or implementing and maintaining health policies and procedures.
4. Know and comply with state and local laws, regulations and recommendations.
5. Know and comply with District policies and philosophies.
6. Interpret school health legal provisions to school administrators.
7. Alert school administrators to school health trends and problems.
8. Have current and accurate knowledge of the total school health program. He/she shall establish and maintain philosophies, goals and objectives; establish and maintain a system of evaluation of programs and procedures and policies.
9. Assist in planning the school health budget.
10. Determine criteria for the qualifications and functions of health paraprofessionals.
11. Orient, supervise and evaluate the performance of health paraprofessionals.
12. Counsel staff members regarding personal and family health problems, as needed.
13. Assist school personnel, students and parents/guardians in health appraisal, counseling, supervision and follow-up.

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14. Obtain medical and immunization histories of all students at time of initial enrollment.
15. Promote physical exams by the person's family doctor at specified times and as needed.
16. Conduct teacher, parent/guardian and student conferences as necessary.
17. Identify health problems, refer to appropriate persons and agencies, interpret findings and plan follow-up.
18. Observe students on medication and, when necessary, consult with the student's parent(s)/guardian(s) and school personnel regarding school medication policies and procedures.
19. Conduct screening programs (e.g., vision, hearing, scoliosis, blood pressure).
20. Report health deviations to parent(s)/guardian(s) and school personnel and refer to a physician as necessary.
21. Recommend educational adaptation as necessary.
22. Assist students, faculty and other school personnel in self-care; provide health information, define health deviations, provide information on options and resources for health care and assist individuals in self-care practice decision.
23. Maintain confidentiality.
24. Conduct home visits as needed.
25. Participate in individualized education program (IEP) committee meetings.
26. Have current knowledge of and interpret communicable disease and immunization regulations.
27. Review and plan with school administrator's policies and procedures for the control of communicable diseases.
28. Assist the implementation and enforcement of communicable disease policies by exclusion, readmission, classroom inspection, if necessary, and systematic reporting to health department as necessary.
29. Conduct in-service for school staff regarding communicable disease control and current communicable disease problems.
30. Assist school administrators in supervising and coordinating compliance by students and parents/guardians with immunization and communicable disease laws, regulations and policies of the state and District.
31. Guide and assist in developing, revising and maintaining safety, first aid and emergency care plans and policies. He/she shall:
32. Help plan emergency care policies and procedures.
33. Periodically review existing policies and suggest necessary revisions.
34. Maintain open communication with school administrators and the community to plan implementation of emergency care procedures.
35. Have knowledge of legal responsibility and current laws regarding emergency care.
36. Be aware of health and safety factors in the physical environment of the school.
37. Assist as a resource person and consultant in health education. He/she shall:

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38. Serve on health curriculum, family living curriculum and other pertinent committees.
39. Serve as a consultant and resource person to individual classroom and health education teachers.
40. Assist in the selection of health literature, posters, films and other materials.
41. Give timely health talks to students and parent groups as needed.
42. Conduct/coordinate health related classes for students and staff.
43. Inform students regarding career opportunities in health professions.
44. Review and evaluate the school health program and self-performance.
45. Compile and analyze school health records, reports and statistical information to evaluate and improve health services.
46. With approval of school administrators, cooperate with outside agencies and schools to conduct pertinent research and gather statistical data.
47. Prepare and submit an annual report of school health services.
48. Keep abreast of current health knowledge by reading professional literature, attending workshops, seminars, etc.
49. Belong to professional organizations.
50. Serve on professional committees.
51. Assume responsibility for upholding professional standards.
52. Perform such other duties as assigned by the administration in accordance with the contract or appropriate to the position.

Evaluation:

Building Administrators shall collectively evaluate the School Nurse on an annual basis, as per the current contract.

**LEGAL REFERENCE:**

PI 3, Wisconsin Administrative Code

**CROSS REFERENCE:**

Policy 538, Professional Staff Evaluation Prairie du Chien Educational Association Contract

**APPROVED:**

October 12, 1998

**REVISED:**

June 12, 2000

**Prairie du Chien Area School District**  
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**SUPERVISOR OF FOOD SERVICE PROGRAM**

Policy:

541.1

Qualifications:

53. Must have a minimum of High School diploma or equivalency; preference may be given to two-year degree (associate degree) or a four-year degree (college degree) in food service management
54. Training in institutional food service with an emphasis on dietetics, foods and nutrition, institutional management or a related field is desirable
55. Must have a minimum of three years' experience in school food service, hospital food service, institutional or contract food service programs or restaurant management
56. Must have knowledge of federal and state regulations governing child nutrition programs; principles of good nutrition; food sanitation principles; program recordkeeping; quality food preparation, service, storage, delivery and sanitation; food safety; food merchandising; menu planning to meet nutritional needs and taste preferences of students and to control plate waste; and, food pricing and portion control
57. Must be able to apply professional knowledge and administrative skills in directing a comprehensive school food service program; establish and maintain cooperative working relationships with the administration, staff, community, groups and the general public; speak before groups; and, write effectively
58. Must possess any other qualifications the Board or Business Manager may deem necessary or advisable

Reports Directly to:

Superintendent and building administrators

Supervises:

Cafeteria Personnel

Job Summary:

The Supervisor of Food Service Program shall plan, organize and direct the school food service program for the District.

Job Responsibilities:

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1. Direct the district-wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances and District policies.
2. Recommend changes in food service program policies and procedures to district administration and develop policies and procedures as requested.
3. Provide liaison between education and food service staff in establishing and conducting nutrition education.
4. Prepare and administer the food service budget in conjunction with the Business Office, including subsidy and other income projections and control of expenditures
5. Develop and implement standards for the operation of an efficient, sanitary and high quality program.
6. Develop specifications for and order food, supplies and equipment.
7. Order USDA-donated food when available in accordance with government regulations.
8. Work with vendors regarding products and service involving their products.
9. Develop and test menus and recipes, plan menus that provide nutritional and appetizing foods and recommend prices.
10. Plan and direct staff training on food preparation and service, sanitation and nutrition.
11. Develop public information materials and media releases pertaining to school food service programs.
12. Meet with students, teachers, parents/guardians, vendors, employees and community groups regarding the program.
13. Plan, direct and assist in food preparation.
14. Perform such other duties as assigned by the administration or appropriate to the position

APPROVED:  
Not Dated

REVISED:  
June 12, 2000  
7/14/2014



**Prairie du Chien Area School District**  
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**SUPERVISOR OF BUILDINGS AND GROUNDS**

Policy:

541.2

Qualifications:

1. Must possess an associate degree in facility management or technical school training in facility management
2. Must have experience in facility management
3. Must have supervisory and leadership experience with maintenance/custodial personnel
4. Must have strong organizational skills
5. Must have knowledge of and experience with related state and federal regulations
6. Must have knowledge of and experience in maintenance areas such electrical, wiring, plumbing, heating and air conditioning and building technology
7. Must have experience in the use of facilities management (e.g. work orders, preventive maintenance)
8. Experience in the design and implementation of a comprehensive preventive maintenance program is desired
9. Must possess any other qualifications the Board or
10. District Administrator may deem necessary or advisable

Reports Directly to:

Director of Business Affairs

Supervises:

Custodial/Maintenance Staff

Job Summary:

The Supervisor of Buildings and Grounds shall assist and advise the Director of Business Affairs and other administrators of the District in all matters pertaining to the custodial and maintenance functions of the District.

Job Responsibilities:

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1. Establish necessary task routines and work schedules for the District's custodial and maintenance staff, and submit in written form to the Director of Business Affairs for school year and summer schedules.
2. Along with the Building Administrator, act as the supervisor of the building's head custodian.
3. Be responsible for the annual evaluation custodial staff. Annual evaluations of Head Custodians are to be completed and submitted to Director of Business Affairs by March 15<sup>th</sup>. Final approval of custodial evaluations shall be the responsibility of the Business Manager.
4. Assist in recruiting, interviewing and recommending candidates for custodial/maintenance positions as necessary, and recommend disciplinary action regarding employees in accordance with provisions of the current employee agreement. To establish and maintain a five-year plan of written recommendations for major projects and timeframe of completion by priority.
5. Consult with and advise the Director of Business Affairs as to the physical condition of school buildings and budgetary needs for the operation and maintenance of school buildings and grounds.
6. Assist the administration in developing and executing those aspects of the operational budget connected with the operation and maintenance of the school program.
7. Assist in implementing safety practices of custodial and maintenance personnel and assist in ensuring safety of equipment operation and building care.
8. Serve as the District's Assistant Safety Coordinator.
9. Upgrade his/her knowledge of modern techniques and practices, types of equipment and supplies, efficient methods of economical operations and legislation and codes pertinent to his/her broad areas of concern.
10. Decide if maintenance projects can be prudently and economically handled by District personnel or if contracted services should be engaged.
11. Under the supervision of the Director of Business Affairs, guide, direct and evaluate all preventive maintenance schedules, personnel assignments, role descriptions, contracts for special services and construction, renovation and remodeling projects.
12. Serve as the District's AHERA (Asbestos Hazard Emergency Response Act) designated person.
13. Guide the development, implementation and evaluation of a pre-service training program for custodial/maintenance personnel.
14. Inspect the buildings and grounds on a monthly basis to monitor duties and projects, and to ensure compliance with the established standards of workmanship, cleanliness, safety and security, and submit findings in written form to Director of Business Affairs by the 1<sup>st</sup> day of each month.

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15. Analyze the operational and maintenance needs of the District and requisition, bid for and purchase appropriate materials, supplies and services in accordance with Board policies and procedures.
16. Keep abreast of the latest building, construction and safety codes that affect the District.
17. Serve as the coordinator for District compliance with AHERA, underground storage tank, lead and radon testing, employee right to know and hazardous materials regulations.
18. Assist in developing work request notification system with the Director of Business Affairs and Technology Coordinator to maintain a channel of requests and comments from staff members.
  - a. Perform such other duties as assigned by the Business Manager or appropriate to the position.

**LEGAL REFERENCE:**

1. AHERA Regulations
2. Employee's Right to Know
3. Underground Storage Tank Regulations
4. Radon and Lead Testing Regulations

**APPROVED:**

**Prairie du Chien Area School District**  
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**TEACHER**

Policy:

531.1

Qualifications:

1. Must possess a valid Wisconsin teaching certificate in the subject area of employment or (where applicable) a Wisconsin Charter School license.
2. Must possess any other qualifications the Board or District Administrator) may deem necessary or advisable.

Reports Directly to:

Building Administrator or designee

Job Summary:

A teacher shall help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women, consistent with the philosophy and goals of the District.

Job Responsibilities:

1. Meet and instruct assigned classes in the locations and at the time designated.
2. Plan a program of study consistent with the appropriate K-12 curriculum guide of the District.
3. Establish and maintain a classroom environment that is conducive to learning.
4. Prepare for assigned classes and show written evidence of preparation upon the request of his/her immediate supervisor.
5. Communicate regularly with parents/guardians to discuss student progress and/or behavior.
6. Guide the learning process toward the achievement of District curriculum goals and establish clear objectives for all lessons, units and projects in order to communicate those goals to students.
7. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs, interests and capabilities of the individuals or student groups involved.
8. Strive to implement by instruction and action the District philosophy of education and instructional goals and objectives.

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9. Assess the accomplishments of students on a regular basis and provide progress reports as required.
10. Recognize student exceptional educational needs and cooperate with District consultants and specialists in assessing and helping students with health, attitude and learning problems.
11. Take necessary and reasonable precaution to protect students, equipment, materials and facilities.
12. Maintain accurate complete and correct records in accordance with law, District policy and school administrative requirements.
13. Assist the administration in implementing policies and rules governing student life and conduct.
14. Develop rules of classroom behavior and procedure and maintain order in a fair and just manner consistent with District and building policy.
15. Make provisions for being available to students and parents/guardians for education-related purposes outside the instructional day and within the contract (i.e., parent/teacher conferences, staffing, assisting students, tutoring and multidisciplinary teams (M-teams).
16. Strive to maintain and improve professional competence through staff development activities provided by the District and self-selected professional growth activities.
17. Attend staff meetings as required according to the contract.
18. Serve on committees and participate in the sponsorship of student activities to the extent possible.
19. Perform such other duties as assigned by the administration in accordance with the contract or appropriate to the position.

**LEGAL REFERENCE:**

1. Section 121.02(1) (a) & (q) Wisconsin Statutes
2. PI 3, Wisconsin Administrative Code
3. 8.01(2) (a) & (q)

**CROSS REFERENCE:**

1. Policy 538, Professional Staff Evaluation
2. Prairie du Chien Educational Association Contract

**APPROVED:**

December 13, 1993

**Prairie du Chien Area School District**  
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## TECHNOLOGY NETWORK COORDINATOR

Policy:

236

Job Summary:

Supports the District vision for integrating management and instructional technologies by providing technical expertise.

Reports To:

District Curriculum Coordinator and Technology Team

Job Responsibilities:

1. Develops specifications for purchase of AV and computer/technology equipment and coordinates the purchase with vendors.
2. Responsible for maintenance and repair of AV and computer/technology equipment.
3. Installs technology hardware and software and tests for proper operation.
4. Troubleshoots and corrects software and network systems failures.
5. Installs and maintains networks.
6. Supervises student help who assist in maintenance of equipment.
7. Trains media specialists and appropriate staff on the proper care and use, troubleshooting and minor repairs of computer/technology and AV equipment.
8. Serves as resource to staff to determine hardware/software compatibility.
9. Provides technical guidance in the use of multimedia, telecommunications and other emerging technologies.
10. Researches, tests, evaluates and recommends new technology (equipment, operating systems, networking).
11. Provides technical expertise in the use of technology to support school/community/partnerships.
12. Develops and revises computer application programs for instructional and non-instructional use.
13. Maintains thorough documentation of installation/repair of hardware and software including problems encountered and how resolved.
14. Serves as a member of the District's Technology Committee and acts as liaison to building technology committees.
15. Maintains awareness of current and future technology through electronic and printed literature, professional organizations and collegial networks.
16. Works cooperatively with staff, students, community and vendors.

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17. Frequently (34-66%) bending, pushing, pulling, lifting, walking, squatting, reaching and stair climbing; lifting 0-10 pounds constantly (67-100%); and 10-50 pounds occasionally (1-33%) in order to perform essential job functions.
18. Transport equipment as necessary.
19. All other duties assigned which relate to the functions of the job.

Job Qualifications:

1. Two-year associate technical degree in a computer technology field.
2. Experience in implementing and maintaining Novel Networks, (3.x & 4.x). NT Servers, Baseband and Ethernet Topologies.
3. Experience in AV and computer/technology maintenance and repair.
4. Experience in Wide Area Network and Internet Server Management.
5. Excellent organization and communication skills in order to work effectively with staff, community and vendors.
6. Experience in working with teams.

APPROVED:

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**GUIDANCE / ONLINE SCHOOL SECRETARY**

Qualifications:

1. Must possess a high school diploma or its equivalency; preference may be given to Associate or Bachelor Degree in a related field
2. Must have a working knowledge of office procedures/practices
3. Must have the ability to maintain effective working relationships with students, faculty, other administrators and the general public and to deal with public relations problems courteously and tactfully
4. Must have good interpersonal and communication skills
5. Must have the ability to work independently on projects assigned by the Assistant School Principal
6. Must possess any other qualifications the Board or Assistant School Principal may deem necessary or advisable

Reports Directly to:

Counselor  
Assistant School Principal

Job Summary:

The Guidance/Online Secretary shall perform secretarial/clerical duties for the guidance office and other duties as may be assigned in accordance with the contract or that are appropriate to the position.

Job Responsibilities:

1. Prepare/type letters, memos, other correspondence and reports as assigned or as necessary.
2. Answer the telephone and screen and direct calls.
3. Assist with student schedules.
4. Work Permits issued
5. Prepare transcripts for seniors as they apply to colleges
6. Prepare and send transcripts for all graduates as requested
7. Prepare Senior Packets to be picked up after graduation
8. Work with seniors, the Assistant High School Principal in preparing for graduation (e.g. diploma and cap/gown orders, publicity, and scholarships)
9. Prepare beginning school packets, information, handbooks, etc.
10. Assist other secretaries as time permits.



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11. Webpage updates as assigned
12. Assist in other office procedures as assigned by the Assistant School Principal.

APPROVED:

7/14/2014

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**AIDE**

Job Title:

1. Teaching Aide
2. Special Education Program Aide
3. Teaching Aide/Library, etc.

Reports to:

Principal

Education/Certification:

1. Minimum High School Diploma or Equivalent; preference may be given to Associate or Bachelor Degree in a related field
2. Must be certified or be willing to become DPI certified with a Special Education Program Aide License 883 (Will be reimbursed by the district)
3. Must be highly qualified via CESA 3 tests in core educational areas
4. Must be able to lift 50 lbs.
5. Ability to work well with all children including those with disabilities
6. Ability to follow verbal and written instructions
7. Must Attend trainings as assigned both face-to-face and on-line
8. Uphold and enforce school rules
9. Assist students including those with physical or behavioral disabilities according to their individualized needs
10. Assist students with physical care
11. Assist in managing the behavior of students and crisis intervention
12. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
13. Assist in supervising the students throughout the school day both in in the school building and outside
14. Collaborate with the teacher
15. Maintain confidentiality
16. Notify of absence in appropriate manner
17. Any other duties as assigned

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**MS ACTIVITIES DIRECTOR**

Qualifications: Must maintain proper certification and licensure as required by DPI.

Reports Directly to:

High School Activities Director

Responsible for:

1. Administering and coordinating the Athletic Programs 5-8
2. Administering the Athletic/Activity Code
3. Head Coaches Evaluations
4. Facility use, maintenance and upgrades
5. Public Relations of Athletic Programs

Evaluates:

1. All head coaches
2. Personal Secretary

Job Responsibilities:

1. The MS Activities Director Shall:
2. Plan and schedule contests, officials, transportation, programs and workers for all sporting activities 5-8.
3. Inform area media of schedules and schedule changes.
4. Hold coaches and sponsor meetings on a quantity basis.
5. Verify that all coaches are qualified and have a background check.
6. Maintain and oversee program budgets, inventories, equipment storage, supplies, first aid supplies and uniforms.
7. Distribute and uphold the Athletic/Activity Code.
8. Maintain necessary forms, accident forms, physical cards, training code forms, insurance records and appropriate paperwork.
9. Maintain all equipment so that it meets all safety regulations.
10. Perform annual evaluations of the head coaches.
11. Maintain proper relationships with Booster Club, School and coaches.
12. Attend league meetings.
13. Perform other duties as assigned by the high school Activities Director.

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**SPECIAL EDUCATION SECRETARY**

Qualifications:

1. Must possess a high school diploma or its equivalency; preference may be given to Associate or Bachelor Degree in a related field
2. Must have a working knowledge of departmental procedures/practices
3. Must have the ability to maintain effective working relationships with students, parents, faculty, other administrators and the general public and to deal with school and public relations problems/concerns in a courteous and tactful manner
4. Must have good interpersonal and communication skills
5. Must have the ability to work independently on projects assigned by the Director of Special Education
6. Must possess any other qualifications the Board or Director of Special Education may deem necessary or advisable

Job Summary:

The Special Education secretary shall support the Director of Special Education and Special Education Staff (Certified and Non-Certified) in order to ensure smooth, efficient, and cordial operation of the Special Education Department so as to maximize positive impact on the education of students and to remain in compliance with state and federal mandates/requirements.

Reports To:

Director of Special Education

Job Responsibilities:

1. Assist with open and alternative enrollment calculations (services, frequency, etc.)
2. Assist with IEP invites, mailings, review, Skyward entry maintenance and other relevant duties as assigned or necessary
3. Assist with evaluation documentation, mailings, review, Skyward entry maintenance and other relevant duties as assigned or necessary
4. Special Education file maintenance and upkeep
5. New student entry and information for all special education students (brick/mortar and online school)
6. Direct contact for Medicaid paperwork and documentation for financial reimbursement
7. Direct contact for Kompass Care and services within (attendant care logs and random moment time studies)

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8. Entering and exiting of outcome statements for students ages 3-6
9. Oversee post-secondary transition plans to ensure compliance regarding PTP status' and submissions
10. Assist with district wide process changes and implementations as directed by the Director of Special Education
11. Assist with Skyward special education use (answer questions, provide updated information, monitor proper data entry, etc.)
12. Maintain and uphold confidential records and information
13. Serve as a liaison between staff and Director of Special Education
14. Answer the telephone; screen and direct calls from staff, parents and community members
15. Prepare/type letters, memos, other correspondence and reports as assigned or as necessary.
16. Other duties as assigned by the Director of Special Education

APPROVED: