



School District of Altoona

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Greg Fahrman, Superintendent

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ALTOONA BOARD OF EDUCATION
Special Meeting
District Board Room
December 29, 2011
8:00 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Discuss Middle School Principal Position, Job Description, Timeline and Search Process
6. Consider Amendment of Middle School Principal Job Description
7. Adjournment

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.

Middle School Principal Search - Proposed Timeline for Discussion, December 29, 2011

✓	Post Position Vacancy Announcement	December 27
	Board Review Timeline and Discuss Process	December 29
	Approve Job Description	December 29 or January 9
	Post Position	by January 23
	Superintendent Application Deadline	January 27
	Review Applications/Select Candidates	February 6
	Round 1 Superintendent Interviews	February 14 & 15
	Application Deadline	February 20
	Application Screening	February 22-24
	Select Candidates (5 or 6)	by February 27
	Final Round Superintendent Interviews	February 27
	Contact Candidates/Schedule Interviews	February 28
	Final Selection Superintendent	March 5
	Round 1 Interviews	March 7
	Contact Finalists/Schedule Interviews	March 8
	Final Interviews (3)	March 15
	Announce New Superintendent	March 19
	Spring Break	March 19 - 23
	Hire Middle School Principal	April 2

Other Considerations

Salary Range

Application Process:

- Essay Question(s)?
- Job Description

Screening/Candidate Selection Process:

- Board?
- Administration?
- Administration/Board?
- Board Appointed Committee?
- Rating Scale?
- Select 5-6?

Interview Process:

- Round 1 Interview Team Composition
- Final Interview Team Composition
- Narrow to 3 Finalists?

SCHOOL DISTRICT OF ALTOONA

TITLE: Middle School Principal

JOB ANALYSIS: The middle school principal will work directly under the supervision of the District Administrator. He/she will be charged with the responsibility for directing and coordinating the daily activities of the entire staff and the student body assigned to the building and will maintain an instructional program appropriate to grades 5-8.

PERFORMANCE RESPONSIBILITIES:

Instructional Programs:

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs **such as peer mediation** to meet specific needs of the school.
3. Budgets school time to provide for the efficient conduct of school instruction, **and business and initiatives such as target time.**
4. **Monitors the implementation of the district vision and mission to ensure student well-being and problem-solving and critical thinking skills.**
4. ~~Supervises the school's educational program including the development, determination of appropriateness, and monitoring of the instructional program.~~
5. ~~Programs classes within established guides to meet student needs.~~
6. Approves the master teaching schedule and any special assignments.
7. ~~Assists in the development, revisions, and evaluation of the curriculum.~~
8. ~~Supervises all activities and programs~~ **the school's educational program that are outgrowths of the school's curriculum.** **and assists in the development, revisions, and evaluation of the curriculum, especially in the core subjects.**
9. Supervises and evaluates the school's extra-curricular program.

Staff Development and Evaluation:

1. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
2. Oversees the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
3. Orients newly assigned staff members and assists in their development, as appropriate.
4. Supervises all professional and support staff attached to the school.
5. Evaluates and counsels all staff members regarding their performance.
6. Conducts staff meetings to keep staff informed of policy changes, new programs, and the like; **tries to ensure a high morale among the staff.**
7. Recommends to the superintendent re-employment, dismissal, probationary period extensions including remediation plan, or non-renewal of professional and support staff.
8. Cooperates with college and university officials regarding teacher training and preparation.

Community Relations:

1. Maintains active relationships with students, ~~and parents,~~ **and the community.**
2. Attends special events held to recognize student achievement, school sponsored activities, functions, and athletic events, as appropriate.
3. Makes arrangements for special conferences/programs for parents and teachers.
4. Organizes and administers the public relations program for his/her school, **with emphasis on informing and engaging the community.**

General Administration:

1. Keeps the superintendent informed of the school's activities and problems.
2. Makes recommendations concerning the school's administration and instruction.
3. Prepares and administers the school budget and supervises school finances.
4. Supervises the maintenance of all required building records and reports.
5. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required.
6. Assumes responsibility for the implementation and observance of all board policies and regulations by the school's staff and students.
7. Establishes guides for proper student conduct, encourages behavioral improvement initiatives, and enforces discipline as necessary, according due process to the rights of students.
8. Supervises the maintenance of accurate records on the progress and attendance of students.
9. Assumes responsibility for the safety and administration of the school facility.
10. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
11. Plans and supervises fire drill and other emergency drills.
12. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability of that property.
13. Attends board meetings, as necessary.
14. Participates in all administrative team meetings, and such other meetings as required or as appropriate.
15. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
16. Responds to written and oral requests for information.
17. Monitors all written official school correspondence and building news releases.
18. Assigns duties to and supervises the Activity Director.

PERFORMANCE EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT: 198 days; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Master's Degree
2. Valid State of Wisconsin certification
3. Minimum of five years teaching experience; preferably at the middle school level.
4. Such alternatives to the above qualifications as the Board finds appropriate.

SCHOOL DISTRICT OF ALTOONA

TITLE: Middle School Principal

JOB ANALYSIS: Being consistent with the District's mission and vision and using input from staff, the middle school principal will create and implement a clear vision for the middle school, and evaluate its success by using specific and measurable objectives and goals. He or she will develop curriculum programs and learning communities demonstrating a strong understanding of current best practices in curriculum and instruction. The middle school principal will establish and maintain a respectful, globally aware learning environment that is engaging to a student community with diverse academic, emotional and socioeconomic needs.

DUTIES AND RESPONSIBILITIES

As assessed by the District Administrator, the outcomes of the Middle School Principal's job performance will be as follows:

Leadership – *organized, effective listener and collaborator, empowers staff to maximize their skills while holding them accountable for their performance*

- Will have effectively communicated, implemented and maintained District policies and procedures.
- Will have assumed responsibility for his or her own professional growth and development through membership in professional organizations/learning communities, attendance at regional, state or national meetings, or enrollment in advanced courses.
- Will have provided effective leadership utilizing clear goals that empowers staff.
- Will have modeled good human relations skills and demonstrated positive interactions with all facets of the District and community.
- Will have screened, selected, trained, transferred and/or dismissed personnel in a manner consistent with District policy that maintains high-performing staff.
- Will have effectively evaluated and communicated clear performance expectations to teaching faculty according to District policy.
- Will have participated in administrative team meetings, board meetings and such other meetings as required or as deemed appropriate.
- Will have efficiently supervised the utilization, maintenance, operation, safety and security of the school plant.

- Will have capably coordinated District support services, such as health, guidance, food, transportation and maintenance.
- Will have supervised the maintenance of accurate records on the progress and attendance of students. He or she will have transmitted site level records and reports to the district in a time-efficient manner.
- Will have established specific and measurable annual objectives deemed appropriate by the District Administrator.
- Will have effectively accomplished other duties assigned by the District Administrator.

Communication – *clear, consistent, positive, and with an emphasis on relationship-building*

- Will have effectively communicated with and responded to parents and involved them in various aspects of the school.
- Will have created and maintained positive, active relationships with the students, staff and the community. This includes being present at school-sponsored activities, athletic events, concerts, etc.
- Will have appropriately communicated and implemented District policies, goals, objectives and priorities to the building staff and community.
- Will have consistently provided timely and effective communications regarding incidents and/or situations, which might impact the middle school, district, or community to appropriate district office/school personnel.

Curriculum and educational programming – *current, engaging, globally aware, deep knowledge of core subjects, with an emphasis on critical thinking and problem-solving*

- Will have effectively directed, coordinated, implemented and evaluated the educational programs of the Middle School.
- Will have competently directed, coordinated and evaluated research and testing to measure the effectiveness of educational programs.
- Will have appropriately supervised and evaluated the federal and state instructional projects and/or building-specific projects.

- Will have appropriately developed and efficiently administered budgetary procedures for expenditure of site level funds.
- Will have satisfactorily supervised procedures for identifying and referring students with special educational needs (including those with IEP's and 504's, accelerated learners and G/T students).
- In accordance with district policy, will have effectively implemented and supervised behavior improvement and discipline procedures regarding students.
- Will have coordinated and evaluated Middle School level extra-curricular activities and student organizations and its supervisors.

PERFORMANCE EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT: 198 days; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Master's Degree
2. Valid State of Wisconsin certification
3. Minimum of five years teaching experience; preferably at the middle school level.

Adopted:

SCHOOL DISTRICT OF ALTOONA

TITLE: Middle School Principal

The School District of Altoona seeks an exceptional educator who will provide visionary instructional and fiscal leadership to the Altoona Middle School. The individual must possess and practice excellent interpersonal skills, engender trust and act with integrity in all circumstances. The successful candidate is expected to continue well established relationships with the staff, students and community built upon a demonstrated willingness to be accessible and approachable to all parties.

In addition, the successful candidate should possess strengths in the following areas:

Curriculum, Instruction, and Assessment:

The ability to provide leadership and direction to the overall instructional program while guiding the Altoona Middle School staff in ongoing efforts to implement contemporary practices that support continuous improvement and high student achievement. Demonstrate a commitment to the district's mission and vision statements, which serve as the fundamental guideposts for the improvement of instructional programs and assessment.

Leadership:

The ability to work effectively with staff members while practicing a management style that helps all employees maximize their skills while holding them accountable for their performance. Demonstrate genuine listening skills and encourage authentic collaboration to capture the input of key personnel affected by issues or initiatives impacting the school district. Provide strong leadership to the school board, District Administrator, and the instructional staff built upon a commitment to the district's mission and vision statements.

Financial:

The ability to plan, budget, and oversee financial resources in order to maximize their use to support the instructional program of the Altoona Middle School, and the ability to communicate these plans to the District Administrator and the public in an understandable and straightforward manner.

Communication:

The ability to write and speak with clarity while promoting the interests of the Altoona Middle School to the District Administrator, staff and the general public. Demonstrate a desire to build strong relationships with student and parents, and to communicate with all residents of the school district using multiple means of delivery to ensure information is received and feedback is encouraged and welcomed.

Adopted: