Administration -2340

Wrightstown Community School District

**K-12 Behavior and Special Education Program Support and WES Assistant Principal**

(Job Description)

# **Primary Objectives**

* To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
* To assist the Director of Student Services with the implementation of services to students with disabilities
* To assist the Building Principals in the implementation and support of student behavior initiatives
* To maintain a close relationship with the District Administrator to assure that the program and policies of the Board of Education are carried out in an efficient and uniform manner

# **Performance Responsibilities**

## Leadership

* Maintain high visibility and approachability throughout the schools
* Interact with students to encourage each individual to perform at highest level
* Model and facilitate good human relations skills; effectively interact with others
* Recognize efforts of students and teachers
* Communicate high expectations for both staff and students and provide appropriate motivation
* Make decisions in a timely fashion, appropriately involving others, and maximize decision effectiveness by follow-up actions
* Clearly communicate decision-making processes and final decisions with rationale to all affected
* Serve on school and district committees as assigned

## Human Resource Management

* Conduct annual formal evaluations of paraprofessional support staff
* Develop and administer an orientation and professional development program for new paraprofessional support staff
* Assist with formal and informal classroom observations and evaluations
* Maintain positive staff relations and communications
* Student Discipline and Management
* Promote a positive, caring climate for learning
* Assist the Building Principals in the implementation and support of student behavior initiatives
* Work collaboratively with the Building Principals to support consistent behavior expectations and plans in grades K-12

## Special Education Program Support

* Oversee special education paraprofessionals in district
* Assist with reviewing IEP paperwork
* Facilitate TAT meetings in elementary and problem solving with teams
* Coach district special education staff in improving instructional practices, inclusive practices, using data to drive instruction, scheduling to maximize student achievement
* Support regular education staff with brainstorming students in their rooms, assisting when a student is escalated, and leading the team to problem solve solutions
* Assist staff with behavior management plans, de-escalation techniques, classroom management, and classroom routines
* Assist in providing in-service training for special and general education

## Assessment

* Organize, facilitate, and support District and State assessments
* Curriculum and Instruction
* Organize, facilitate, and support curriculum, enrollment, promotion, staffing, budgeting, and reporting for summer school

## Communications and Community Relations

* Keep the community informed about school activities through newsletters, attendance at parent meetings, programs, and community leadership
* Encourage parent visits and involvement in all aspects of the school
* Communicate and work with members of the Administrative Team to share ideas, problems, and expertise
* Other Responsibilities
* Perform any and all other duties prescribed by the District Administrator

**Reports To**

* Director of Student Services with consistent connections with the Building Principals

**Qualifications**

* Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction
* At least six years of experience in education

**Evaluation**

* Annual written evaluation to be completed by the Director of Student Services, with feedback from the Building Principals, based on a mutually agreed upon evaluation system

*Adopted:*

*Reviewed:*

*Revised:*