

Cochrane-Fountain School District – Job Description

Title: Principal

Essential Duties and Responsibilities:

Academic Programming and Scheduling

- Develop master schedule for elementary, junior high and high school
- Develop hourly schedule for junior high and high school
- Develop supervision schedule to ensure staff coverage of recesses, breakfast breaks, lunch periods, before and after school areas of concern and the like
- Oversee student scheduling processes and procedures
- Participate in reviewing and approving new course proposals
- Annually assess staffing needs and develop recommendations for additions, reductions, and assignment changes
- Oversee at-risk programming and scheduling

Supervision of Staff

- Post new/replacement teaching/staff positions as needed
- Hire new/replacement teaching/staff positions as needed
- Identify staff to be evaluated by coordinating with assistant principal
- Create an evaluation schedule to ensure completion of EE requirements
- Regularly review submitted documents from staff and provide feedback as needed
- Provide verbal or written feedback following all observations
- Develop and administer plans of improvement as needed
- Resolve personnel conflicts

Student Discipline (when assistant principal is unavailable)

- Respond to office referrals and online discipline referrals with appropriate consequences and student behavior coaching
- Document referrals and consequences in student information system
- Contact parents for repeated or significant student behaviors
- Provide support and resolution of student-teacher, student-student conflicts
- Supervise or assign supervision of student detentions

Assessment Coordination and Results Analysis

- Work with curriculum supervisor and/or school counselor to coordinate annual assessment calendar
- Ensure that assessment scheduling and proctor preparations are carried out effectively
- Evaluate assessment results and communicate these to stakeholders
- Use assessment data to evaluate school programming and identify areas where improvements are needed

Safety and Security Supervision

- Supervise hallways and cafeteria throughout the school day to ensure visibility
- Maintain CPI certification and utilize appropriate de-escalation responses or physical restraint methods as needed
- Oversee safety committee
- Review and revise safety plans annually
- Schedule and facilitate required safety drills

Fiscal Responsibilities

- Communicate budget process requirements to staff
- Gather staff budget requests to create building budget for submission to superintendent

School Improvement Leadership

- Review student handbook updates (submitted by AP)
- Oversee school-wide initiatives such as PLC system changes and Mental Health support system implementation
- Co-lead staff development planning and training efforts
- Oversee staff meeting sessions

Professional Responsibilities

- Attend administration team meetings, School Board meetings, committee meetings (as requested) and IEP meetings as needed
- Seek at attend professional conferences and professional development opportunities
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities

Additional Responsibilities

- Support students, parents and teachers through conflicts or complaints
- Provide emergency supervision of classrooms as needed
- Other duties as assigned

Qualifications for Employment:

Obtains or is in the process of obtaining proper license as required by state law

Effective oral and written communications

Organizational and management skills

Interpersonal skills

Leadership skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

260-day contracted administrative employee. Salary, benefits and other compensation options to be established by the School Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Transportation Supervisor

Essential Duties and Responsibilities:

Supervision of Drivers and Mechanic

- Post new/replacement/substitute driver positions, mechanic position as needed
- Hire new/replacement/substitute driver positions, mechanic position as needed
- Evaluate drivers and mechanic
- Resolve personnel conflicts
- Assign and oversee personnel plans for improvement as needed
- Document and dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook

Organization of Driver Schedules

- Meet with driving team at the start of each athletic season to review and adjust the extra-curricular transportation schedule
- Review route schedule to adjust assignments as needed
- Facilitate shared staff schedules (Transportation – Custodial or Transportation – Food Service, etc...)
- Assist in scheduling substitute driver's as needed

Oversight of Transportation Requests

- Work with Administration and Secretarial staff in the field trip approval process

Administration of Transportation Budget

- Facilitate budgetary needs requests
- Develop annual budget
- Oversee annual budget spending

Professional Responsibilities

- Attends administrative meetings and Board meetings as requested
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities
- Other duties as assigned

Qualifications for Employment:

Technical school training or managerial experience

Organizational and management skills

Interpersonal skills

Leadership skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Knowledge of local, state, and federal safety procedures/requirements

Obtains or willing to obtain a commercial drivers license (CDL) with school bus and passenger endorsements

Terms of Employment:

260-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Mechanic -Bus Route Manager

Essential Duties and Responsibilities:

Bus/Vehicle Fleet Maintenance

- Develop and sustain a schedule to ensure the mechanical maintenance of the bus/vehicle fleet
- Provide mechanical support for unexpected repairs of the bus/vehicle fleet
- Maintain accurate and comprehensive records regarding the maintenance of the bus/vehicle fleet
- Purchase, process and maintain an inventory of all materials, supplies and equipment related to the maintenance of the bus/vehicle fleet
- Ensure that all safety requirements for the bus/vehicle fleet are met
- Assist with the inspection of the bus/vehicle fleet and communicate needs to the transportation supervisor
- Develop and sustain a schedule to ensure cleanliness of the bus/vehicle fleet

Bus Route Development and Scheduling

- Work with building secretaries to obtain and maintain up-to-date student data and to communicate bus route changes
- Develop bus routes to maximize efficiencies of cost
- Work with transportation supervisor to assign drivers to bus routes
- Train drivers on route changes

Other Maintenance Responsibilities

- Develop and sustain a schedule to ensure the organization and physical cleanliness of the bus garage
- Assist as needed with general maintenance of district facilities to include snow removal, equipment repair, or other duties as assigned

Fiscal Responsibilities

- Prepare vehicle replacement recommendations
- Submit annual estimates for equipment and supplies needed for maintenance of the bus/vehicle fleet

Professional Responsibilities

- Maintain certifications required to perform duties for this position
- Maintain Commercial Driver's License (CDL) with school bus and passenger endorsements
- Seek professional development opportunities to sustain up-to-date knowledge regarding transportation trends, equipment, and skills related to the maintenance of the bus/vehicle fleet
- Attend administrative meetings and Board meetings as requested
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities
- Other duties as assigned

Qualifications for Employment:

High school diploma or equivalent

Technical school training or experience in industrial mechanics

Knowledge of diesel engines, brakes, and transmissions

Knowledge of local, state, and federal safety procedures

Maintains Commercial Drivers License (CDL) with school bus and passenger endorsements

Organization and time management skills
Interpersonal skills
Maintains professional standards and ethics
Technology skills needed to effectively perform job

Terms of Employment:

Year-round; regular, full-time employee. Hourly wage, benefits and other compensation options to be approved by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the transportation supervisor.

Cochrane-Fountain School District – Job Description

Title: Assistant Principal

Essential Duties and Responsibilities:

Student Discipline and Attendance

- Respond to office referrals and online discipline referrals with appropriate consequences and student behavior coaching
- Document referrals and consequences in student information system
- Contact parents for repeated or significant student behaviors
- Provide support and resolution of student-teacher, student-student conflicts
- Supervise or assign supervision of student detentions
- Regularly review student attendance records
- Follow up on unexcused student absences for correct reporting or consequences
- Follow procedures for students who are truant or habitually truant

Staff Evaluation

- Identify staff to be evaluated by coordinating with principal
- Create an evaluation schedule to ensure completion of Educator Effectiveness requirements
- Regularly review submitted documents from staff and provide feedback as needed
- Provide verbal or written feedback following all observations
- Develop and administer plans of improvement as needed

Safety and Security Supervision

- Supervise hallways and cafeteria throughout the school day to ensure visibility
- Maintain CPI certification and utilize appropriate de-escalation responses or physical restraint methods as needed
- Facilitate monthly fire drills and other drills throughout the school year
- Participate on safety committee
- Review and revise safety plans annually as a participant of safety committee

School Improvement Leadership

- Oversee student handbook updates
- Facilitate PBIS implementation (staff input, staff/student training, signage, reward systems)
- Co-lead school-wide initiatives such as PLC systematic changes and Mental Health support system implementation
- Co-lead staff development planning and training efforts
- Co-lead staff meeting sessions

Professional Responsibilities

- Attend administration team meetings, School Board meetings, committee meetings (as requested) and IEP meetings as needed
- Seek to attend professional conferences and professional development opportunities
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities

Additional Responsibilities

- Support students, parents and teachers through conflicts or complaints
- Provide emergency supervision of classrooms as needed
- Follow and enforce school district policies
- Other duties as assigned

Qualifications for Employment:

Obtains or is in the process of obtaining proper license as required by state law

Effective oral and written communications

Organizational and management skills

Interpersonal skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

220-day contracted administrative employee. Salary, benefits and other compensation options to be established by the School Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Payroll and Student Accounts Specialist

Essential Duties and Responsibilities:

Payroll Processing

- Oversee the District's personnel payroll record keeping functions
- Administer the District's employee benefit plans and records
- Ensure that the District's payroll complies with federal, state, and district requirements
- Prepare spreadsheets and forms to ensure accurate payroll for contracted and hourly employees
- Reconcile payroll taxes semi-monthly
- Prepare quarterly reports, year-end reports, and W-2 forms

Student Accounts Processing

- Oversee student activity accounts record keeping functions
- Process deposits (verifying accuracy and documentation)
- Ensure that the District's student activity accounts comply with federal, state, and district requirements
- Prepare scheduled reports and reports upon request

Personnel Systems Processing

- Maintain personnel files according to government regulations and district policy
- Conduct employee background checks on employees and volunteers
- Facilitate worker compensation claims and audits
- Post job openings

Other Financial Processing Responsibilities

- Prepare W-9 forms, 1099 forms and other tax related documents
- Process purchase orders
- Process deposits
- Process mail delivery
- Oversee the District's credit card use, balance, record keeping, and payment
- Oversee the District's scholarship accounts

Technology Support

- Assist in identifying District technology needs and appropriate solutions
- Oversee new employee technology onboarding (usernames, passwords, equipment)

Professional Responsibilities

- Attend School Board meetings and committee meetings as needed
- Seek to attend professional conferences and professional development opportunities
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities

Additional District Office Responsibilities

- Support the District's digital communication efforts through website maintenance and updates
- Oversee the design, contributions, and publication of the district newsletter
- Assist in maintaining district handbooks, policy binders, and other essential documents

- Prepare DPI required reports
- Other duties as assigned

Qualifications for Employment:

Accounting degree (associates or bachelors) or equivalent experience

Effective oral and written communications

Organizational and time management skills

Interpersonal skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

260-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Accounts and Budget Specialist

Essential Duties and Responsibilities:

Account Management

- Oversee the District's accounting procedures and record keeping functions
- Ensure that the District's financial transactions comply with the Wisconsin Uniform Financial Accounting Requirements (WUFAR), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB)
- Monitor the District's cash flow
- Reconcile all District bank accounts monthly
- Assist in developing financial projections
- Assist in managing the District's liability insurance
- Administer and manage the District's employee benefit plans and records including Wisconsin Retirement (WRS)
- Prepare DPI required reports
- Prepare for and assist with the District's annual audit

Annual Meeting Preparation and Budget Facilitation

- Work with superintendent to prepare and revise the annual budget
- Prepare and record fund transfers
- Develop and publish annual meeting documents
- Communicate tax levy to local government agencies
- Monitor DPI financial communications
- Prepare DPI required reports

Board Support

- Prepare monthly financial reports for regular board meetings
- Prepare and distribute board meeting agendas and board packets
- Post board meeting agendas to meet legal requirements
- Prepare board candidacy forms and assist in candidacy process
- Attend regular monthly meetings to assist with attendance, public participation, and minutes

Additional District Office Responsibilities

- Assist district employees with questions regarding employee benefits
- Process purchase orders
- Process deposits
- Process mail delivery
- Oversee travel reservations for District employees
- Other duties as assigned

Grant Support

- Oversee grant processing requirements

Professional Responsibilities

- Attend organizational meetings as needed
- Seek to attend professional conferences and professional development opportunities

- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities.

Qualifications for Employment:

Accounting degree

Effective oral and written communications

Organizational and time management skills

Interpersonal skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

260-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Athletic Director

Essential Duties and Responsibilities:

Supervision of Coaches and Advisors

- Post new/replacement coaching/advisor positions as needed
- Hire new/replacement coaching/advisor positions as needed
- Evaluate coaches
- Resolve personnel conflicts
- Ensure that training requirements are met and additional opportunities for professional development are provided
- Assign and oversee personnel plans for improvement as needed

Organization of Event Schedules

- Schedule contests for all activities
- Schedule officials for contests/events
- Schedule event workers (supervision, tickets, etc) for contests/events
- Re-schedule contests, officials, and event workers as needed
- Coordinate home event set up, including sound system set up
- Communicate weekly activities schedule to stakeholders
- Create seasonal schedule of transportation needs for transportation supervisor

Fiscal Responsibilities

- Facilitate budgetary needs requests
- Develop and oversee annual budget
- Coordinate officials/event workers payments
- Manage uniform/equipment inventory - create and facilitate uniform/equipment purchase cycle
- Approve fund-raising activities

Oversight of Student Safety, Training and Eligibility

- Facilitate parent-student code meeting
- Schedule impact testing
- Coordinate athletic trainer schedule
- Stock training room supplies
- Manage weight room (schedule supervision, equipment maintenance/replacement)
- Review student grades quarterly and administer eligibility requirements
- Review and administer code violation consequences

Professional Responsibilities

- Attend conference-level AD meetings
- Attend WIAA meetings
- Attend WADA conference
- Attend School Board meetings as needed
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities.

Additional Responsibilities

- Provide opportunities for parent-student feedback following each season
- Support students, parents and coaches through conflicts or complaints
- Manage technology (devices) needs for coaching staff
- Review and revise co-curricular handbook as needed
- Follow and enforce school policies as they pertain to all co-curricular activity
- Other duties as assigned

Qualifications for Employment:

Obtains or is in the process of obtaining proper license as required by state law

Effective oral and written communications

Organizational and management skills

Interpersonal skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

220-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Food Service Supervisor

Essential Duties and Responsibilities:

Supervision of Food Service Staff

- Post new/replacement/substitute food service positions as needed
- Hire new/replacement/substitute food service positions as needed
- Facilitate training for new food service staff
- Organize food service schedules, work assignments, and responsibilities
- Evaluate staff
- Resolve personnel conflicts
- Assign and oversee personnel plans for improvement as needed
- Document and/or dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook

Meal Service Management

- Plan and publish monthly menus
- Develop and implement food and supply ordering systems that support menu plans, meal estimates, and minimizes excess inventory
- Maintain daily record keeping systems that support USDA guidelines and meal count estimates
- Maintain proper food storage requirements and documentation requirements
- Oversee food preparation processes to ensure USDA guidelines are met
- Facilitate food delivery processes to maximize speed of service and efficient use of staff
- Develop and implement a schedule for maintaining the cleanliness of food storage areas, kitchen equipment and workspaces

Equipment Management

- Oversee new equipment purchases
- Facilitate equipment storage, maintenance, and repair
- Oversee the sale or disposal of underutilized or unusable equipment

School Nutrition Program Management

- Understand requirements and maximize benefits of food programs (NSLP, SBP, USDA, ASP, FFVP, etc..)
- Follow regulations of applicable programs and complete required documentation requirements
- Communicate availability of the Free and Reduced Meal (FRAM) program to parents, distribute applications, and provide application support as needed
- Ensure confidentiality standards for students that qualify for FRAM are in place

Fiscal Responsibilities

- Estimate supply and equipment needs annually
- Calculate annual meal/milk prices for Board approval
- Develop and submit annual budget
- Oversee annual budget spending
- Manage and accurately record student account deposits
- Systematically review student accounts and follow District guidelines for negative-balance accounts

Professional Responsibilities

- Attend School Board meetings, committee meetings or other professional meetings as requested
- Seek at attend professional conferences and professional development opportunities
- Seek and support nutrition education opportunities to support wellness for students and staff
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities
- Other duties as assigned

Qualifications for Employment:

Experience in institutional food service operations

Obtains or willing to obtain WI School Nutrition Association Certification or equivalent

Effective communication skills

Organizational and management skills

Interpersonal skills

Leadership skills

Demonstrates professional standards and ethics

Technology skills needed to effectively perform job

Terms of Employment:

220-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.

Cochrane-Fountain School District – Job Description

Title: Buildings and Grounds Supervisor

Essential Duties and Responsibilities:

Supervision of Custodial/Maintenance Staff

- Post new/replacement/substitute custodial/maintenance positions as needed
- Hire new/replacement/substitute custodial/maintenance position as needed
- Organize custodial/maintenance schedules, work assignments, and responsibilities
- Evaluate staff
- Resolve personnel conflicts
- Assign and oversee personnel plans for improvement as needed
- Document and dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook

Facilities Management

- Process, approve and schedule all requests for maintenance, repair or custodial service
- Supervise the daily upkeep of school facilities and grounds
- Develop and implement plans for preventative maintenance and repair
- Secure bids for outside contracted services for building improvements, maintenance or repair
- Coordinate scheduling of contracted services with school administrators
- Develop and implement a schedule for special projects to be completed during non-school days
- Assist in the supervision and inspection of all facilities construction, renovation, and repair projects

Maintenance Equipment Management

- Oversee new equipment purchases
- Facilitate equipment storage, maintenance, and repair
- Oversee the sale or disposal of underutilized or unusable equipment

Safety and Security Management

- Participate as member of District safety committee
- Participate in the implementation of facilities security procedures
- Ensure that local, state and federal safety standards are being met
- Assist in required safety drills as needed

Fiscal Responsibilities

- Estimate supply, equipment and project needs annually
- Develop and submit annual budget
- Oversee annual budget spending

Professional Responsibilities

- Attend School Board meetings, committee meetings or other professional meetings as requested
- Seek at attend professional conferences and professional development opportunities
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities
- Other duties as assigned.

Qualifications for Employment:

- Experience in building operations and maintenance
- Obtains or willing to obtain WI Facilities Manager Certification or equivalent
- Effective communication skills
- Organizational and management skills
- Interpersonal skills
- Leadership skills
- Demonstrates professional standards and ethics
- Technology skills needed to effectively perform job

Terms of Employment:

260-day district employee. Salary, benefits and other compensation options to be established by the superintendent and approved by the Board.

Evaluation:

Annual evaluation to be completed by the superintendent.