

School District of Westfield

Job Descriptions



The School District of Westfield does not discriminate based on race, color, national origin, sex, age, or handicap in its' education programs or employment practices.

The School District of Westfield can evaluate the standards of any employee at any time.

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School District of Westfield

Job Description

Job Title: District Administrator

Reports To: Board of Education

Summary Directs and coordinates activities concerned with administration of the school district in accordance with Board of Education standards by performing the following duties personally or through subordinate supervisors. Provides leadership in developing and maintaining the best possible educational programs and services.

Essential Duties and Responsibilities includes the following: Leadership, Curriculum Development, Community Relations, School Board Relations, and Personnel Administration. Other duties may be assigned.

Is responsible for the efficiency of the district's schools, the development of school staff and the educational growth and welfare of the students.

Define education needs and develop policies and plans for recommendation to the Board.

Maintain an education system that fulfills the requirements of the district and state/federal regulations.

Provide leadership in planning, developing, implementing and evaluating the K-12 curriculum and assists staff in the selection and preparation of curricular activities, texts and materials.

Formulates plans and policies for educational programs and submits them to the Board of Education for approval.

Directs the preparation, presentation and monitoring of the school budget.

Establish and maintain a program of public relations to keep the public well informed of activities and needs of the District.

Addresses community and civic groups to enlist their support.

Interprets programs and policies of the school district to school personnel, to individuals and community groups, and to governmental agencies.

Coordinates work of the school system with related activities of other school districts and agencies.

Ensures that laws applying to attendance of children at school are enforced.

Attend and participate in all regular, special and committee meetings of the Board, making recommendations.

Make recommendations to the Board regarding personnel issues, including hiring, suspensions, promotions, demotions, and dismissal.

Responsible for evaluations of Administrative Staff.

Assumes ultimate responsibility for the operation and maintenance of the Food Service Program, Buildings & Grounds Program, Transportation Program, Fiscal/Business Program, Technology Program and Curriculum Program of the District.

Supervisory Responsibilities

Directly or indirectly supervises all employees in the district. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Master's degree (M. A.) or equivalent; and eight years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Superintendent License from the Wisconsin DPI.

Possess a valid Wisconsin Driver's License

Other Qualifications

Eight years of successful experience in teaching, administration or supervisory field. (Minimum of three years teaching experience)

Ability to travel to all district facilities and to professional workshops and seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

District of Westfield

Job Description

Job Title: Business Manager
Reports To: District Administrator

Summary Administers business affairs of the district so as to provide the best possible educational services with the financial resources available, to manage all financial matters of the district, and to provide general supervision in the areas of maintenance of facilities, food services, and transportation by performing the following duties.

Essential Duties and Responsibilities include the following: Financial Planning, Budget Management, Accounting and Reporting, Insurance and Risk Management, Purchasing and Materials Management, Personnel and Payroll Administration, Banking and Investments, Negotiations, and Support Services Supervision. Other duties may be assigned.

Prepares and oversees the annual district budget.

Develops a budget calendar.

Develops long-range capital budgets.

Advises Board on the short-term and long-term fiscal implications of budgets.

Presents budget at Annual Meeting.

Develops and administers policies and procedures governing financial guidelines.

Provide information to the District Administrator and Board on matters that will affect business operations of the district.

Monitor and report on state and federal legislation that will affect resources of the District.

Complete and/or supervise the completion and submission of local, state and federal financial reports required for the District.

Provide for internal controls and audits to financial records and procedures.

Administer the District's property and casualty insurance program.

Establish procedures to monitor claims and injuries.

Administer District purchasing program to assure materials are ordered, placed in service, and paid for in accordance with Board policy.

Prepare and/or supervise preparation of bids and specifications as needed.

Supervise payroll, employee attendance tracking, employee benefit programs, and personnel administration procedures.

Develop relations with area financial institutions to help to assure availability of finance resources and service as needed.

Administer District's investment program, short-term and long-term debt, in accordance with board and state/federal regulations.

Negotiate with groups, such as teachers and support staff.

Supervisory Responsibilities

Directly supervises Director of Buildings & Grounds, Director of Food Service, Director of Transportation, Director of Technology, Financial/Human Resources Assistant, and Administrative Assistant. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Master's degree (M. A.) or equivalent; or four years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid School Business Administrator License as required by the Wisconsin DPI.

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: Director of Curriculum
Reports To: District Administrator

Summary Develops academic policies and programs by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develop a comprehensive plan for continued program improvement, including program review, development, implementation, coordination, and evaluation in K-12 instructional programs.

Ensures that all components of the curriculum are connected and consistent with district and state policy.

Uses current research performance data and feedback to make decisions related to improvement of curriculum.

Assist in the development of policies and administrative guidelines for curriculum.

Report on the status of curriculum as requested by the District Administrator.

Determines scheduling of courses and recommends implementation of additional courses.

Participates in activities of faculty committees, and in development of academic budget.

Serve as District Assessment Coordinator and coordinate the administration of state and district mandated assessments.

Provide professional development to principals and teachers on assessment topics.

Complete required reports for District and testing agencies in accordance with state and District policies.

Provide and design professional development plans.

Coordinate federal and state funded programs in instructional areas.

Supervisory Responsibilities

Supervises directly or indirectly all teaching staff in the district. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Master's degree (M. A.) or equivalent; or three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Certification as required by the State of Wisconsin.

Possess a valid Wisconsin Driver's License.

Other Qualifications

Three years of successful experience in teaching and three years of administrative experience is preferred.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; sit; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Principal
Reports To: District Administrator

Summary Directs and coordinates educational, administrative, and counseling activities of primary or secondary school by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develops and evaluates educational programs to ensure conformance to state and school board standards.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Confers with teachers, students, and parents concerning educational and behavioral problems in school.

Confer with the Director of Transportation for educational field trips.

Arrange for substitute teachers to fill in for absent staff members.

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Direct preparation of class schedules, cumulative records, and attendance reports.

Walks about school buildings and property to monitor safety and security.

Plans and monitors school budgets.

Plans and directs building maintenance.

Develops and administers educational programs for students with mental or physical disabilities.

Responsible for positive public relations and communications, including, but not limited to accurate and current school newsletters, web pages, and parent access to student information system data.

Supervisory Responsibilities

Supervises directly or indirectly all employees in their building. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Master's degree (M. A.) or equivalent; or five years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Certification as required by the State of Wisconsin.

Possess a valid Wisconsin Driver's License.

Other Qualifications

Five years of successful experience in teaching and/or supervisory experience. (Minimum of three years in teaching)

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; sit; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: Vice Principal
Reports To: District Administrator

Summary Directs and coordinates the daily operation of student programs, educational, administrative, and counseling activities of primary or secondary school by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
In conjunction with the Principal:

Develops and evaluates educational programs to ensure conformance to state and school board standards.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Confers with teachers, students, and parents concerning educational and behavioral problems in school.

Confer with the Director of Transportation for educational field trips.

Arrange for substitute teachers to fill in for absent staff members.

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Directs the preparation of class schedules, cumulative records, and attendance reports.

Walk about school buildings and property to monitor safety and security.

Plans and monitors school budgets.

Plans and directs building maintenance.

Develops and administers educational programs for students with mental or physical disabilities.

Responsible for positive public relations and communications, including, but not limited to accurate and current school newsletters, web pages, and parent access to student information system data.

Share in the supervision and maintenance of accurate attendance procedures in accordance with the state's attendance laws. This includes referring habitual truants to the county district attorney in accordance with established procedures and guidelines.

Share in the supervision and maintenance of appropriate student discipline as related to regular school day activities. This shall include a conference with the students and/or parents/guardians, counselors and

teachers when a discipline problem occurs to discuss the outcomes necessary to correct the existing problem.

Supervise all non-classroom school activities such as athletic contests, school plays, concerts and dances.

Apply all rules and regulations, which will result in the smooth operation of the school.

Work to insure the health and safety of students within the building and campus area.

Coordinate the use of school facilities, including maintaining a calendar of events for in-school activities as well as public use of the school.

Supervisory Responsibilities

In conjunction with the principal, supervises directly or indirectly all employees in their building. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Master's degree (M. A.) or equivalent; or five years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Certification as required by the State of Wisconsin.

Possess a valid Wisconsin Driver's License.

Other Qualifications

Five year of successful experience in teaching and/or supervisory experience. (Minimum of three years in teaching)

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; sit; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Dean of Students
Department: Middle/High School
Reports To: District Administrator

Summary Directs and coordinates the daily operation of student programs by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Share in the supervision and maintenance of accurate attendance procedures in accordance with the state's attendance laws. This includes referring habitual truants to the county district attorney in accordance with established procedures and guidelines.

Share in the supervision and maintenance of appropriate student discipline as related to regular school day activities. This shall include a conference with the students and/or parents/guardians, counselors and teachers when a discipline problem occurs to discuss the outcomes necessary to correct the existing problem.

Supervise all non-classroom school activities such as athletic contests, school plays, concerts and dances.

Apply all rules and regulations, which will result in the smooth operation of the school.

Work to insure the health and safety of students within the building and campus area.

Coordinate the use of school facilities, including maintaining a calendar of events for in-school activities as well as public use of the school.

Responsible for positive public relations and communications, including, but not limited to accurate and current school newsletters, web pages, and parent access to student information system data.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin DPI Teaching License.

Possess a valid Wisconsin Driver's License.

Other Qualifications

Minimum of three years coaching and teaching experience.

A balanced interest in the various aspects of the athletic program.

Ability to travel as needed to enhance the athletic programs and attend professional workshops and conference meetings.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Athletic Director
Department: Middle/High School
Reports To: Principal and District Administrator

Summary Plans, administers, and directs athletic activities by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Interprets and participates in developing co-curricular and athletic policies and enforces all rules governing the conduct of athletic participants, including annual review of the Athletic Handbook and Coaches' Handbook.

Monitor physical and academic requirements of eligibility for participation in all activities.

Directs preparation and dissemination of publicity to promote athletic events.

Plans and coordinates activities of coaching staff.

Arrange all details of visiting teams' needs, gymnasium service and field assistance, as deemed appropriate.

Prepares budget and authorizes department expenditures.

Plans and schedules sports events and facility use, including arranging transportation of all athletic activities.

Serve as liaison between booster club, coaches, administration, youth clubs and school activity groups.

Direct the orientation of all coaches regarding WIAA, site and district policies, procedures and expectations, and ensure that all coaches comply with those rules and procedures.

Keep result records of all athletic contests and maintain records of award winners and scholarship recipients.

Responsible for positive public relations and communications, including, but not limited to accurate and current school newsletters, web pages, and parent access to student information system data.

Supervisory Responsibilities

Manages approximately 50 employees hired as Coaches. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin DPI Teaching License.

Possess a valid Wisconsin Driver's License.

Other Qualifications

Minimum of three years coaching and teaching experience.

A balanced interest in the various aspects of the athletic program.

Ability to travel as needed to enhance the athletic programs and attend professional workshops and conference meetings.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Building & Grounds Director

Reports To: Business Manager

Summary Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and grounds by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Direct workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings. Direct workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse. Direct workers engaged in the general cleaning and upkeep of buildings, including buffing, dusting, sweeping, mopping, vacuuming, and washing windows. Directs workers assisting other departments as requested, including moving furniture and unloading and storing supplies.

Requisition tools, equipment, and supplies.

Evaluate and recommend acceptance or rejection of bids for all capital expenditures, acceptance of completed capital projects and conformity of all buildings and equipment to OSHA standards.

Implement district safety plans pertaining to blood borne pathogens, confined space entry, hazard communication, hearing conservation, lockout/tag out, respiratory protection and any other areas of concern

Coordinate short and long-range planning for sites, buildings and equipment. Annually develops a 5 year projection of the school district's maintenance, operation, buildings and grounds needs.

Develops and implements a preventative maintenance program for district facilities and capital equipment.

Develop and monitor the buildings and grounds budgets.

Inspects completed work for conformance to blueprints, specifications, and standards.

Studies schedules and estimates worker hour requirements for completion of job assignment.

Interprets company policies to workers and enforces safety regulations.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Maintains time and production records.

Supervisory Responsibilities

Directly supervises 10 to 15 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations,

and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

High school diploma and two years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License

Other Skills and Abilities

Possess knowledge of the mechanics of heating, lighting and other operations for efficient operation of all district buildings. Possess knowledge and/or experience with environmental compliance programs. Have experience in building, school or institutional custodian and maintenance work. Possess knowledge of athletic field setup, maintenance and upkeep. Possess general knowledge of building construction.

Other Qualifications

Must be able to travel as needed between schools in the district and to training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Director of Food Service

Reports To: Business Manager

Summary Supervises employees engaged in serving food in each school cafeteria and in maintaining cleanliness of food service areas and equipment by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Trains workers in performance of duties and makes periodic visits/inspections of district kitchens and lunch rooms.

Assigns and coordinates work of employees to promote efficiency of operations.

Supervises serving of meals and maintains efficient food preparation procedures throughout the district.

Inspects kitchen and dining areas and kitchen utensils and equipment to ensure sanitary standards are met.

Keeps records such as amount and cost of meals served, hours worked by employees, and all required food service reports.

Requisitions, inventories and inspects food, supplies, and equipment to maintain stock levels and ensure standards of quality are met.

Prepares work schedules and evaluates work performance of employees.

Prepare the food service department budget and approve expenditures for the food service program.

Plans menus to meet all USDA, DPI and District guidelines. Publish menus in local paper and at each school.

Assist food service staff when substitutes are unavailable.

Attend workshops, conferences and conventions to enhance professional growth and participate in professional organizations directly related to job tasks.

Supervisory Responsibilities

Supervises the School District of Westfield Food Service Staff. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

High school diploma and two years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Other Skills and Abilities

Possess knowledge of food service guidelines and food safety requirements for efficient operation of all school cafeterias. Possess knowledge and/or experience with Health Department inspections and DPI food programs and reporting requirements. Have experience in a school food service program.

Other Qualifications

Must be able to travel as needed between schools in the district and to training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Director of Technology

Reports To: Business Manager

Summary Provide leadership, consultation, and technical assistance to the District in the utilization and implementation of technology for instructional and administrative use. To ensure cost effective and equitable acquisition and implementation of technology in the District by monitoring training and applying guidelines of the District Technology Plan. Supervise technical engineers who are contracted to do work on district equipment. Supervise school employees who assist in routine maintenance or annual software updates. Oversee installation of all hardware & software applications of outside-contracted agencies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Identify educational technology needs and provide leadership for staff to fulfill those needs.

Plan and collaborate with the Director of Curriculum and administration staff development sessions relating to technology.

Assist staff in the implementation of technology.

Work closely with the Director of Curriculum in aligning technology with the curriculum and provide staff development opportunities. Also work as the Director of Curriculum in applying for technology grants.

Manage, maintain, install and repair computers and related equipment throughout the District and install software and updates as needed.

Work with staff and administration to determine immediate and long-range needs for technology and then develop a plan and budget with short and long range goals in accordance with the State approved technology plan.

Maintain hardware and software inventory.

Report to the School Board and Administration about current technology and future needs.

Direct the design of the District's Web pages and assign employee access to edit and update web pages.

Coordinate outside funding sources including but not limited to E-Rate.

Enforce district policies as they relate to computer, email and internet usage for both staff and students.

Prepare and submit a budget supporting the District's instructional needs while at the same time being aware of budget and fiscal limitations and recommend the most efficient use of District funds in the technology budget.

Education and/or Experience

Bachelor's Degree in education or technology and four years' experience with multi-operating system computers and related networks, practical experience in technology planning, implementation and evaluation, or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License

Other Qualifications Must have previous managerial experience. Must be able to travel as needed between facilities in the district and to training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Director of Transportation

Reports To: Business Manager

Summary Directs and coordinates operational activities of the transportation department by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Procures state required certificates of title and arranges for registrations and state inspections and maintains a program that complies with State of Wisconsin Transportation inspection requirements.

Inspects buses, vans and equipment, scheduling needed repair or service work and keeps detailed maintenance records on all vehicles owned by the district.

Coordinates operation and maintenance of equipment, storage/repair facilities, and maintains a clean and safe facility.

Arranges for insurance coverage on vehicles and maintains an accurate transportation inventory.

Plans and directs safety campaigns.

Assigns buses and vans for use and organizes regular routes and extra-curricular routes.

Develop and monitor the transportation budget. Directs recording of expenses and analyzes purchase and repair costs to control expenditures.

Develop a 5 year projection of the school district's bus and other vehicle needs and concerns.

Prepare specifications for bus purchases, reviews bids and make recommendations to administration and board.

Work together with administration in making a decision to close school in inclement weather situations.

Be available to be contacted by drivers via the radio or phone whenever buses/vans are out on the road.

Supervisory Responsibilities

Directly supervises and evaluates 25 to 30 employees (drivers and mechanic). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning and assigning routes, arraigning for substitute drivers and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

High school diploma and two years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid CDL license with school bus endorsement and have 5 years of licensed driving experience. Driver's license record abstract must show no more than one moving violation in the last five years and no more than four points in the same period.

Other Skills and Abilities

Possess knowledge of the mechanics of gas and diesel engines, transmissions, differentials, carburetors, blowers, starters, pumps, electrical systems, etc. and ability to weld with acetylene, wire feed and stick effectively.

Other Qualifications

Must be able to travel as needed to cover bus routes and service vehicles out on the road. Also must travel for training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: Director of Finance
Reports To: Business Manager

Summary Assists with various activities in finance and human resources including compiling payroll data, processing employee benefits, reconciling bank statements, cash receipts, administers policies relating to all phases of finance and human resources activity by performing the following.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Collects, reviews, and audits employee time sheets to be used in compiling payroll. Processes payroll, computes wages and deductions, and posts to payroll records.

Records changes affecting net wages such as exemptions and insurance coverage, for each employee to update payroll records.

Prepares month end reports of earnings, taxes, and deductions including all Federal and State required reports.

Processes employee requests for company-offered benefits by determining deduction amount and updating payroll records.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment. Advises management in appropriate resolution of employee relations issues.

Responds to inquiries regarding policies, procedures, employee handbooks and programs.

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, FMLA, and flex spending accounts.

Records budget revisions, journal entries and cash receipts, including preparing deposits and month end bank reconciliations. Codes vouchers with account numbers for payment.

Assist in budget preparations and annual audit.

Administers student activity account procedures and records cash receipts and disbursements.

Administers district P-Card Program.

Coordinates Federal and State Student Reports – WSLs, ISES, CWCS, State Performance Report, and Membership Counts.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; and three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License

Other Qualifications

Must be able to travel to training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Administrative Assistant

Reports To: District Administrator

Summary Manage a well-organized and efficient administration office by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manages district administrator's calendar and independently schedules appointments.

Screens incoming calls and correspondence and distributes efficiently the mail and interdepartmental mail.

Prepares memorandums outlining and explaining administrative procedures and policies.

Prepares records such as agenda, notices, minutes, and resolutions for board meetings.

Acts as custodian of district documents and records.

Prepares confidential correspondence, reports, and other complex documents.

Creates and maintains database and spreadsheet files.

Encumber purchase orders, distribute invoices for approval, and input and process voucher checks.

Serve as personal secretary to the District Administrator and handle all confidential correspondences.

Serve as district contact for District Administrator's calendar, board meeting agenda and minutes, background checks, purchase orders and invoices, open enrollment, vacancy postings, staff directory and board policies.

Education and/or Experience

High school diploma and one year related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Teacher
Reports To: Principal

Summary Provide students with educational experiences which will help them develop skills, habits, and attitudes to improve their emotional, physical, mental and social development by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Knowledge of Subject Matter – understand the central concepts, tools of inquiry, and structure of the discipline taught and can create learning experiences that make these aspects of the subject matter meaningful for students.

- Related the subject matter to other disciplines.
- Stays current through attendance at conferences, workshops and classes.
- Understand the major concepts, assumptions, and processes that are central to the subject matter.
- Effectively evaluates resources.
- Poses varying viewpoints and theories.
- Creates interdisciplinary learning experiences.

How Children Grow - understand how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.

- Connects students' prior knowledge, life experiences, and interests with goals.
- Designs instruction appropriate to student's states of development, learning, strengths, and needs.
- Works to understand students' knowledge, thinking and life experiences through discussion, observation and work samples.

Children Learn Differently – understand how students differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners.

- Believe that all children can learn at high levels and persists in helping all children achieve success.
- Can identify when and how to access appropriate resources to meet exceptional learning needs.
- Relate lessons to personal, family, and community experiences, and cultural norms.
- Collaborates with school-based personnel regarding individual student needs.
- Breaks down complex concepts by making them relevant to student experiences
- Create a teaming environment which respects individual differences.

How To Teach – understand and use a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

- Understand instructional practices (ex. Cooperative learning, direct instruction, discovery learning, whole group, teamwork, independent study, interdisciplinary instructions, etc.)
- Value flexibility in the teaching process as necessary for adapting instruction to student responses, ideas, and needs.
- Use a variety of strategies to engage students and address different learning styles.
- Monitor and adjust strategies in response to student feedback.

Classroom Management - use an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

- Analyzes the classroom environment and makes decisions and adjustments to enhance social relationships, student motivation and engagement, and productive work.
- Maintains appropriate professional boundaries with students.
- Promotes cooperation, collaboration, and teamwork as lifelong skills and attitudes.
- Monitors student behavior during non-instructional times.
- Maintains systematic approach to discipline by establishing and administering a consistent and fair set of rules supporting appropriate expectations.
- Establishes classroom procedures that maintain a high level of students' time-on-task and that ensure smooth transitions from one activity to another.
- Maintains an environment of mutual respect with positive social interactions.
- Organizes, allocates, and manages time, space, and activities efficiently.

Communication – use effective verbal and non-verbal communication techniques, as well as instructional media and technology, to foster active inquiry, collaboration, and supportive interaction in the classroom.

- Uses effective questioning techniques.
- Encourages collaboration, cooperative learning, and divergent thought.
- Listens well and is sensitive to student responses.
- Communicates clearly and effectively using media and technology.
- Uses appropriate vocabulary.
- Clarifies student responses and redirects in a positive way if needed.

Lesson Planning - organize and plan systematic instruction based upon knowledge of subject matter, pupils, and community, and curriculum goals.

- Plans activities that engage students.
- Adjusts plans as needed.
- Addresses various individual learning styles.
- Relates learning to life experiences.
- Modifies instruction to meet diverse needs in the classroom.
- Clearly identifies short and long term goals for curriculum units and lessons.
- Provides instruction based on state and local curriculum.

Assessment - understand and use formal and informal assessment strategies to evaluate and ensure the continuous intellectual social and physical development of the pupil.

- Uses a variety of assessment strategies.
- Monitors understanding and evaluates progress throughout the lesson.
- Uses assessment as a learning tool.
- Uses assessments to modify teaching.
- Maintains and uses student assessments to communicate student progress.
- Communicates assessment criteria clearly to students.
- Prepares and maintains accurate and defensible record keeping of the quality and quantity of student work.

Self-evaluation - be a reflective practitioner who continually evaluates the effect of his/her choices and actions on pupils, parents, professionals in the learning community and others, and who actively seeks out opportunities to grow professionally.

- Is committed to continuous improvement of teaching practices.
- Uses administrative and peer observations and feedback to evaluate and refine teaching practices.
- Is willing to work with colleagues to give and receive help.
- Seeks out opportunities and outside resources to improve performance.
- Plans appropriate professional growth goals based on a variety of feedback.
- Self reflects on teaching to improve practice.

Community Relations - foster relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

- Understands that factors outside the school influence students' lives and learning.
- Understands the laws related to students' rights and teacher responsibilities (IEP's, privacy, reporting, and treatment of students).
- Respects the privacy of students and confidentiality of information.
- Can identify community resources to foster student learning.
- Establishes respectful and productive relationships with parents and guardians.
- Acts as an advocate for students and is sensitive to their needs.

Professional Responsibilities - fulfills non-instructional professional responsibilities.

- Performs routine administrative tasks effectively and efficiently.
- Contributes positively to staff meetings.
- Is involved in whole-school activities during the school day.
- Contributes to the accomplishment of district, building, grade level, team, and/or departmental goals.
- Serves as a positive role model for students.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin DPI Teaching Licenses in the field assigned to.

Possess a valid Wisconsin Driver's License

Other Skills and Abilities

Ability to travel between schools in the district if needed. Ability to travel to district in-services and professional workshops as needed.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to

climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Lead Teacher
(Position only exist in the absence of a full time Building Principal)

Reports To: Principal

Summary The Lead Teacher will only be pulled for the reasons listed below involving decisions, staff, students or procedures.

Another teacher or aide will cover the Lead Teacher's classroom should he/she determine they need to leave. The teacher or aide will report to the Lead Teacher's room, or the Lead Teacher's classroom will go to another classroom with the teacher or aide. The Lead Teacher and Principal will determine which teachers are used, and/or when a teacher reports to the room vs. taking the students to another room.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Deal with any disruptive students. Students who cannot get their behavior under control, even after taking a break in the office, students who are so disruptive that he/she will not go to the office.

Approve any scheduling changes, all-call interruptions, changes to movement of students, and/or any other procedures that would normally be approved by the principal.

Talk with any frustrated parent that wants to speak with someone immediately, and the issue cannot wait. Secretaries will attempt to have parents/visitors contact the principal at the other school, or leave a note whenever possible, so that the lead teacher's classroom is not disrupted.

Possibly oversee last minute staff meetings to make decisions that need to be made immediately by the staff.

Make decisions in crisis situations. Attempt to contact the Principal and/or District Administrator for assistance.

Document any significant situation that the Principal should know about.

Assist in enforcing all student handbook issues.

Please reference Teacher Job Description for:

Qualifications

Education and/or Experience

Computer Skills

Certificates, Licenses, Registrations

Other Skills and Abilities

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Technology Integrator

Reports To: Director of Technology

Purpose to encourage and support effective and efficient use of district technology resources.

Essential Duties & Responsibilities include the following but are not limited to: Provide customized relevant support to assist staff with technology. Assist staff with utilizing technology for instruction OR assist in the use of school technology facilities and resources (ex. interactive whiteboard, document camera, digital video/camera, and podcasting, Office, Google Products etc.) to implement classroom instruction. Apply technology to increase productivity. Use technology to communicate and collaborate with peers and nurture student learning. Provide instructional support in using the school district student management system. Provide instructional support in using the school district financial/human resources software. Provide instructional support in using the school district intranet. Model and teach legal and ethical practice related to technology use. Attend quarterly meetings to identify, share, and collaborate building needs with other technology coaches. Be a productive member of the school district Technology Committee. Organize and facilitate district/school technology sharing and training sessions.

Qualifications Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies. Demonstrate a working knowledge of International Society for Technology in Education (ISTE) coaching standards of technology facilitation. Participate in scheduled training. Ability to self-directed learning related to the specifics of this job.

Expectations Remain technically competent and continue to grow as a professional. Involved in planning and implementing district digital technology initiatives. Adhere to the School District of Westfield policies and procedures.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to operate a computer keyboard, mouse, and other components. The employee is regularly required to sit and talk or hear. The employee is occasionally required to lift and/or move objects up to ten pounds. Specific vision abilities required by this job include medium to close vision.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indoor office. Moderately

paced environment with interruptions. Noise level is usually moderate. Blood borne pathogen level exposure is LOW.

Terms of Employment Employee Handbook.

Evaluation An annual survey will be completed by all staff to determine the effectiveness of this position, in each building, in conjunction with the current staff evaluation tool.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: School Counselor
Reports To: Principal

Summary Counsels individual students and provides group educational and vocational guidance services by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Compiles and studies occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives.

Refers students to placement service. Make referrals to appropriate departments for suspected child abuse, neglect and suicide issues.

Assists individuals to understand and overcome social and emotional problems.

Orient new students to the district.

Maintain regular contacts with parents and teachers.

Develop and oversee guidance building budgets.

Assist with student scheduling, state testing programs, and the ACT.

Available to assist the District in times of emergency.

Education and/or Experience

Master's degree (M. A.) and one year related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid School Counselor License from Wisconsin DPI
Possess a valid Wisconsin Driver's License

Other Skills and Abilities

Ability to travel between schools in the district as needed and to attend professional training seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Social/Emotional School Counselor

Reports To: Principal

Summary Counsels individual and group students and aids students with behavioral, mental, emotional, or physical issues by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Consults with parents, teachers, and other school personnel to determine causes of problems and effective solutions.

Refers students to placement service. Make referrals to appropriate departments for suspected child abuse, neglect and suicide issues.

Assists individuals to understand and overcome social and emotional problems.

Works with students and families to alter attitudes and behavior of parents and teachers that cause or aggravate problems.

Maintain regular contacts with parents and teachers.

Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members.

Leads group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, and experience.

Delivers social/emotional classroom curriculum as part of the comprehensive school counseling program of the school district.

Recommends change of class or school, special tutoring, or treatment to effect remedy.

Education and/or Experience

Master's degree (M. A.) and one year related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid School Counselor License from Wisconsin DPI

Possess a valid Wisconsin Driver's License

Other Skills and Abilities

Ability to travel between schools in the district as needed and to attend professional training seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: LMC Director
Reports To: Director of Curriculum

Summary Plans and administers program of library services by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assess needs and develops a long range plan for the district and building library programs.

Submits recommendations on library policies and services to administration and School Board, and implements policy decisions.

Coordinates activities of individual school libraries.

Develop department budget and controls expenditures to administer approved budget while enriching the curriculum of the district.

Reviews and evaluates orders for books and audiovisual materials.

Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials.

Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library issues.

Provides library public relations services.

Examines and selects materials to be discarded, repaired, or replaced.

Provide a library program that meets state standards and files all required reports.

Supervisory Responsibilities

Manages three - five employees hired as LMC Aides. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet

searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Library Media Specialist License from Wisconsin DPI

Possess a valid Wisconsin Driver's License

Other Qualifications

Must be able to travel as needed between schools in the district and to professional meetings and workshops.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: School Nurse
Reports To: District Administrator

Summary Provides health care services to students by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans a school health program, in cooperation with medical authority and administrative school personnel.

Ability to conduct health instruction for staff and students in subjects such as child care, first aid, and home nursing, and establishes nursing policies to meet emergencies.

Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children.

Administers immunizations, provides first-aid, and maintains health records of students.

Counsels students in good health habits.

Works with community agencies in planning facilities to meet needs of children outside school situations.

Assists in a program for care of disabled children.

Assist and follow-up on vision and hearing evaluations.

Responsible for stocking first aid kits, AEDs, blood-borne pathogen supplies at schools.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; and one year related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver License.
Possess a valid Wisconsin Registered Nurse License.

Other Qualifications

Must be able to travel as needed between schools in the district and to training and professional seminars.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: School Social Worker

Reports To: Principal

Summary Aids students with behavioral, mental, emotional or physical problems by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Counseling students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance.

Consults with parents, teachers, and other school personnel to determine causes of problems and effective solutions.

Arranges for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.

Attempts to alter attitudes and behavior of parents and teachers that cause or aggravate problems.

Recommends change of class or school, special tutoring, or other treatment to effect remedy.

Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members.

Serves as consultant to school personnel regarding students or situations which are not referred for direct service.

Leads group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency.

Education and/or Experience

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid School Social Worker License issued by the Wisconsin Department of Public Instruction.
Possess a valid Wisconsin Driver's License.

Other Skills and Abilities

Ability to speak Spanish is desirable.

Other Qualifications

Must be able to travel as needed between schools in the district and to student homes.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Co-Curricular Academic Support
Department: Middle/High School
Reports To: Principal and Vice Principal/Athletic Director

Summary: Monitor academics amongst the student/athletes grades 7-12.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

This is a year - round position.

Monitor academics (i.e. grade checks, etc.)

Create consistent communication between the 7-12 coaching staff of possible athletes who meet the needs for support.

Create consistent communication between the 7-12 teaching staff of how the student/athletes are doing in class.

Create consistent communication between the parents of the student/athletes.

Create consistent communication between the student/athletes 7-12. Clearly communicate the arrangements that have been set forth for the student/athlete.

Tutor and/or arrange tutoring with student/athletes who are not meeting the academic requirements for eligibility and/or have shown a decrease in academics. Communicate with student/athletes, staff, coaches, administration, and parents on where the tutor sessions will take place.

Hold student/athletes out of practice if their academics are not meeting the requirements for eligibility.

Education and/or Experience

Bachelor's degree (B.A.) from a four-year college or university.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registration

Possess a valid Wisconsin Driver's License

Physical Demands The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms to talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Attendance/Punctuality – Is consistent at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substances in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Cook
Reports To: Director of Food Service

Summary Prepares meals for consumption in the school cafeteria by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Follow menus, prepare and service food as directed.

Cleans up kitchen area and equipment.

Inspects equipment for cleanliness and functional operation.

Follow all sanitary guidelines as set forth by DPI and the District.

Completes accurate inventory records, weekly order for groceries, and meal production sheets as directed.

Store and rotate inventory as directed.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must be able to lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Custodian
Reports To: Director of Buildings & Grounds

Summary Keeps grounds and building in clean, orderly and safe condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuum floors, with periodic maintenance of ceilings, walls and lockers.

Empties trash, garbage and recycling containers.

Cleans up all accidents and spills.

Disinfect and sanitize rest rooms, locker rooms and hall bubblers.

Refills all paper towels, toilet paper, sanitary and soap dispensers.

Request and restock cleaning supplies.

Unload freight and deliver to the appropriate room/location.

Maintains building, performing minor and routine painting, replaces air conditioner filters/belts and light bulbs, and other related maintenance activities not requiring specific licensure to do so.

Notifies management concerning the need for major repairs or additions to lighting, heating, electrical, plumbing, and ventilating equipment.

Cleans snow and debris from sidewalk.

Participates in the district chosen preventative maintenance program. This includes, but is not limited to proper documentation of work performed, recording of time spent on PM tasks, documenting all required inspections on required basis (weekly/monthly), and event setup/takedown as well as other daily tasks.

Perform other duties as assigned by the Building & Grounds Director.

Promote a positive image of the District at all times.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet

searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Lead Maintenance
(Position only exists in the absence of a Director of Buildings & Grounds)

Reports To: Business Manager

Summary Assist the Business Manager in the coordination of maintenance to provide for clean and healthful buildings & grounds by keeping grounds and buildings in clean, orderly and safe condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Buildings and Grounds Management - including directing the daily operations of custodial staff, making recommendations regarding buildings and grounds needs, and other duties directed by the Business Manager or District Administrator.

Periodic maintenance of floors, ceilings, walls and lockers.

Order and restock maintenance items and cleaning supplies.

Unload freight and deliver to the appropriate location.

Maintains buildings and grounds, performing minor and routine painting, replacing air conditioner filters belts and light bulbs, and other related maintenance activities and non-technical construction work.

Transfer equipment from one building to another as needed.

Notifies management concerning the need for major repairs or additions to lighting, heating, ventilating equipment, building structures and grounds.

Removes snow and debris from sidewalks, driveways and parking areas.

Substitute for Custodian when needed.

Attends workshops and conferences as requested.

Education and/or Experience

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Other Skills and Abilities

Previous experience and knowledge in mechanical, electrical, plumbing, minor construction, HVAC and building maintenance.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Maintenance

Reports To: Director of Buildings & Grounds

Summary To perform semi-skilled and skilled maintenance, repair and construction tasks pertaining to school facilities and district grounds, and to do other related work as required to provide clean, orderly and safe conditions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs semi-skilled and skilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, concrete & block work, locksmithing, heating ventilation and air conditioning, carpet and tile installation, and metalsmithing.

Maintains buildings and grounds, performing minor and routine painting, replacing air conditioner filters belts and light bulbs, and other related maintenance activities and non-technical construction work.

Order and restock maintenance items and other supplies as needed.

Unload freight and deliver to the appropriate location.

Operates equipment, such as light trucks, tractors, loaders, forklifts, and other related motorized equipment.

Transfer equipment from one building to another as needed.

Notifies management concerning the need for major repairs or additions to lighting, heating, ventilating equipment, building structures and grounds.

Removes snow and debris from sidewalks, playgrounds, driveways and parking areas.

Substitute for Custodian when needed.

Attends workshops and conferences as requested.

Education and/or Experience

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Other Skills and Abilities

Previous experience and knowledge in mechanical, electrical, plumbing, minor construction, HVAC and building maintenance.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: LMC Assistant
Reports To: Director of Curriculum

Summary Assists students and staff in use of library services and helps librarians acquire and catalog materials by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs routine descriptive cataloging and coding of library materials in all formats.

Inputs and updates data in online databases, or supervises filing and maintenance of cards in card catalog.

Provides general information about library services and facilities.

Helps students and staff in the use of public access catalog, library computer systems, and multimedia equipment.

Answers routine inquiries using standard bibliographic materials and/or computer data systems, and refers those requiring professional assistance to librarians.

Designs and prepares exhibits of library materials.

Produces handouts and instructional materials.

Assists in developing Web pages.

Coordinate and schedule the use of materials and equipment.

Discipline of students.

Process new materials and compile circulation statistics as directed.

Perform basic preventive maintenance and minor repairs on equipment.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; stand; walk and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Mechanic
Reports To: Director of Transportation

Summary Repairs and does routine maintenance on school buses and other school vehicles by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Perform all mechanical and electrical operations necessary to keep the fleet in safe running condition.

Inform Director of Transportation of any safety hazards which need attention.

Keeps detailed maintenance records on all vehicles owned by the District.

Provide the Director of Transportation with a list of parts needed to maintain the fleet.

Balance, rotate, mount /dismount tires as needed.

Removes units such as engine, transmission, or differential.

Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.

Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.

Rebuilds parts such as crankshafts and cylinder blocks.

Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.

Mends damaged bodies by hammering out or filling in dents and welding broken parts.

Replaces/ adjusts headlights, and installs/repairs accessories such as radios, heaters, mirrors, and windshield wipers.

Be available to drive bus routes when substitutes are needed and supervise children on that bus.

Maintain a clean and safe transportation building.

Education and/or Experience

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet

searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Wisconsin CDL Driver License with a school bus endorsement and 5 years driving experience.

Other Skills and Abilities

Previous experience and knowledge in mechanical and electrical skills. Ability to weld with acetylene, wire feed and stick effectively.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: Secretary
Reports To: Principal

Summary Performs secretarial duties in a school by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Greets visitors to school, determines the nature of business, and directs visitors to their destination.

Answer telephone to provide information, take messages, or transfer calls.

Sort and distribute mail and supplies efficiently.

Schedule substitute teachers as directed.

Accepts and deposits funds for lunches, student fees and student activities.

Maintains/updates calendar of school events and individual school Web Page.

Assist Principal with budget preparation, verification of payroll time sheets, invoices and purchase orders.

Register new students, process student scheduling, grading and attendance and other student records.

Complete all required state reports in an accurate and timely manner, including but not limited to ISES and CWCS reports to DPI, Civil Rights Reporting, Immunization Report, Membership Counts, etc.

Seek assistance from EMT's in building and Nurse's Office as needed and dispenses student medication as directed.

Responsible for positive public relations and communications, including, but not limited to accurate and current school newsletters, web pages, and parent access to student information system data.

The 12 monthly Middle/High School secretary will also be responsible for the district registrar duties.

Education and/or Experience

High school diploma; or one to three years related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Position(s) may require passing a typing (45 words per minute), word processing, spreadsheet and/or other computer skill test(s).

Certificates, Licenses, Registrations

Possess a valid Wisconsin Driver's License.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Teacher Assistant
Reports To: Principal and Director of Special Education

Summary Performs any combination of following instructional tasks in the classroom to assist teaching staff by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Follows lesson outline and plan in assigned area as submitted by the teacher.

Presents subject matter to students, utilizing a variety of methods and techniques as directed by the teacher.

Administers tests as directed by the classroom teacher.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts under the supervision of the classroom teacher.

Supervises students on field trips, at programs, on the playground, and in the lunchroom, etc.

Assist with loading students on the correct bus/van.

Prepare instructional materials for teachers - typing, collating, duplicating, etc.

Assists with toileting, diapering, tube-feeding, etc.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Possess a valid Special Education Program Aide License from the Wisconsin Department of Public Instruction and a valid Wisconsin Driver's License

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk;

climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield
Job Description

Job Title: Bus/Van Driver
Reports To: Director of Transportation

Summary Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Regulates heating, lighting, and ventilating systems for passenger comfort.

Complies with local traffic regulations.

Maintain safe riding conditions for all children at all times.

Provide supervision for students by staying on the bus or immediately adjacent to the bus when children are present.

Reports delays or accidents.

Inspects the bus and checks gas, oil, and water before departure. Inspect the bus that everything is in good condition. Report deficiencies immediately to the supervisor.

File student discipline reports in a timely manner with supervisor and principal.

Maintain order and discipline on the bus at all times.

Neither pick up nor discharge riders at other places than the regularly designated stop at the home or school, unless by proper authorization from the parent or school official.

Always keep in radio contact with supervisors or other bus drivers. Never leave the bus with children on board to go for assistance.

Keep the floor clean and empty paper and other refuse daily. Wash the bus or arrange for the bus to be washed as needed, at the bus garage.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

Certificates, Licenses, Registrations

Appropriate Wisconsin Driver's License. Possess a valid CDL license with school bus endorsement. Driver's license record abstract must show no more than one moving violation in the last five years and no more than four points in the same period.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 or 4122.01 throughout his/her employment in the District.

School District of Westfield

Job Description

Job Title: Interventionist/Instructional Coach

Reports To: Director of Curriculum

Purpose Instructional coaching is a process through which two or more professional colleagues work together to reflect on current practices; expand, refine, and build new skills; share ideas; teach one another, and conduct classroom action research all with the strategic and intended purpose of raising student achievement levels. Much like an athletic coach challenges and guides athletes to improve, the Instructional Coach teaches and challenges teachers to improve. Instructional coaching is not evaluation nor is it intended as a remedial activity for those receiving coaching but rather an understanding that we will not get the schools nor the student achievement levels we desire without having the quality conversations about the proven classroom practices that will get us there. The role of the Instructional Coach is not one of an evaluator (referee), but rather a peer whose purpose is to help develop and advance the knowledge and application of best practices by observing and providing feedback on those practices to yield higher levels of student learning. Graduating all students prepared for college or career is a strategic process beginning at the earliest stages of education. The Instructional Coach understands that an increased level of student learning does not happen without increased levels of adult learning.

The Instructional Coach, having strong content and instructional expertise, will work as a colleague with classroom teachers to support student learning and teacher practice. The Instructional Coach will focus on individual and group professional learning that will expand and refine the understanding about research-based, effective instruction for teachers that ultimately leads to increased levels of student learning. In order to meet this purpose, the Instructional Coach will provide personalized, 1:1 support based on the goals and identified needs of individual teachers as well as more generalized professional development offerings for groups based on overall need.

Ongoing professional development opportunities for the Instructional Coach will be provided by the Administration (workshop opportunities, Leadership conferences, resources, etc.).

Ongoing Priorities: The Instructional Coach will work with the Director of Curriculum and Instruction to support the overall elementary literacy and math programs and provide professional development opportunities for new and existing teachers in the School District of Westfield. Priorities and goals will be collaboratively created amongst the Instructional Coach, Director of Curriculum and Instruction, administration, and teachers.

Sample of Current Priorities for the Instructional Coach:

- Grow the SDW in a collective understanding of Wisconsin Academic Standards.
- Work with staff to progress monitor students and monitor student tier movement
- Develop and help implement intervention strategies and activities with staff
- Work with the Director of Curriculum and Instruction on professional development opportunities for both Initial and professional educators including new teacher development..
- Continually evaluate the effectiveness of current math and literacy strategies including textbook and online resources through the use of data.
- Assist with ongoing work to provide professional development to classroom teachers on implementing classroom-level systematic supports and interventions in math and literacy.

- Schedule times to meet with the various k-8 grade-level teams on in-service days and afterschool collaborations to provide quick and ongoing updates and development.
- Provide learning opportunities at Faculty Meetings as requested/directed by the Elementary and Middle School principals.
- Participate in out-of-district collaborations and learning opportunities to gather and disseminate relevant materials and information on current evidence-based research related to math and literacy across the curriculum.

General Responsibilities

1. Generate a willingness to assume leadership positions.
2. Provide organized, individual and/or group learning opportunities as needed (PD for snow hours, workshops, presentations at faculty meetings, etc.)
3. Provide support in analyzing student assessment data.
4. Assist teachers with instructional decisions based on assessment data.
5. Assist teachers with specific classroom activities.
6. Provide support for classroom motivation and management strategies.
7. Assist teachers in locating and creating materials that align with their curriculum.
8. Provide encouragement and emotional support to teachers when needed. Instill the philosophy that we learn from our challenges (Growth Mindset).
9. Participate fully in professional development for coaches, including attending workshops, and professional reading and collaboration with other coaches.
10. Keep principals and administrators apprised of progress, successes, and frustrations of the coaching process while maintaining sensitivity of the classroom teacher.
11. Communicate schedules and schedule changes to the Director of Curriculum and Instruction and affected administrators.
12. Provide the Director of Curriculum and Instruction with a monthly log of hours, activities, classroom visits, and coaching sessions (Google Drive).
13. Attend monthly Large Group Management Council Meetings and provide the group with a monthly update of activities, trends, etc., from the coaching experience.

Essential Functions

1. Support the philosophy and vision of learning in the School District of Westfield..
2. Facilitate the intellectual and professional development of teachers with a focus on improving student achievement.
3. Create positive relationships with teachers and administrators.
4. Communicate and demonstrate research-based instructional practices that result in increased student performance.
5. Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices that will lead to increased levels of student learning.
6. Continue to grow a knowledge-base of effective instructional coaching strategies.

Sample Daily Schedule:

7:45-9:00 = Classroom visits, observations, coaching sessions with teachers, meetings with administration, research time, prep time

9:00-11:00 = Co-Teaching in classes

11:00-12:30 = Classroom visits, observations, coaching sessions with teachers, meetings with administration, research time, prep time, travel time

12:30-1:00 = Lunch

1:00-3:00 = Co-Teaching in classes

3:00-3:45 = Coaching sessions, research time, prep time

It would be expected that the Instructional Coach devise a schedule that includes visiting CES, WES, OES and WMS on an every other week basis. The Instructional Coach will work with administration on devising a regular schedule.

Education and/or Experience, Certificates, Licenses, Registrations and Qualifications

1. Bachelor's Degree and minimum of three years of successful professional teaching.
2. Current Wisconsin Teacher License.
3. Demonstrated knowledge of best practices and the Wisconsin Academic Standards.
4. Experience in research-based instructional practices.
5. Understanding of the 10 Wisconsin Teaching Standards and the 6 EE Standards.
6. Demonstrated knowledge of Wisconsin's Guiding Principles for Teaching and Learning.
7. Desire to continue career improvement.
8. Previous coaching or leadership experience.
9. Deep knowledge of:
 - a. Instructional Strategies
 - b. Learning Environment
 - c. Assessment driven instruction
10. Demonstrated effective communication skills with adults and students

Technology Skills

Familiarity and proficient use of technology to document, communicate, and record information related to the required duties of the position. Examples include but are not limited to computer use, internet searches, Google suite (gmail, docs, sheets, etc), record keeping, budgeting, purchasing, and other skills as deemed necessary by administration for District operation efficiencies (Policy 7540).

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Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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