



**POSITION DESCRIPTION**  
**CHAIN EXPLORATION CENTER PRINCIPAL & DISTRICT 4K ADMINISTRATOR**

**ORGANIZATIONAL RELATIONSHIPS**

Leads the instructional and co-curricular programs of the Chain Exploration Center (CEC) and District 4K sites. Leads, supervises, and evaluates all personnel assigned to the CEC and District 4K sites. Reports and accounts to the CEC Governance Council (GC) and the School District of Waupaca Director of Teaching and Learning.

**PRIMARY FUNCTION**

Leads the CEC and District 4K sites in all aspects. Leads the instructional and co-curricular programs to attain maximum student achievement levels. Establishes a clear vision that is aligned with CEC and District goals.

**PERFORMANCE RESPONSIBILITIES**

In addition to earning “Effective” ratings on each of the six (6) Performance Standards found within the meeting the [School Administration Performance Evaluation System](#), the following lists have been created to assist the CEC/District 4K Administrator in knowing specific job expectations. These lists are not intended to be all inclusive, or used as a checklist, but should be used to direct their utilization of time.

1. Mission and Vision
  - a. Know, understand, and lead with the intent of the CEC contract, grant application, and bylaws.
  - b. Support the Governance Council to uphold the vision and mission of the CEC and the School District of Waupaca.
  - c. Maintain open and thorough communication with the Governance Council and Director of Teaching and Learning regarding issues related to the CEC including those that may lead to policy creation or change(s).
  - d. Help guide the Governance Council with community outreach efforts and monitoring of these efforts.
  - e. Lead the development of short and long term school improvement plans that are driven by student achievement data and CEC/District goals and objectives, providing periodic updates on progress.
  - f. Stay current with charter school policies, 501(c)(3) management, educational and administrative research, innovations, and trends and provide pertinent information to CEC GC, Core Team, Superintendent, Board, and other District personnel, as needed.
  - g. Stay current with District initiatives and policies, communicating them to the GC as needed, while helping to determine if they are applicable to the CEC.
  - h. Advocate for special facilities needs that enable the implementation of the three focal points (Environmental, STEM, and the Arts) of the CEC.

- i. Participate as a member of the District Leadership Team, collaborating with other District principals, faculty, and Core Team members regarding all aspects of school leadership, such as but not limited to: curriculum, instruction, assessment, scheduling, staffing of personnel.
  - j. Schedule and lead regular staff meetings.
  - k. Provide mediation between and among staff, students, and parents, as needed.
2. Legal
- a. Ensure compliance with the DPI requirements, grants, 501(c)(3), tax filings and CEC and SDW governing policies.
  - b. Fulfill all sub grantee competency-based professional development requirements and enter evidence into Headrush (if applicable).
  - c. Responsible for student supervision and discipline, maintaining accurate and complete school, staff, and student records.
  - d. Conduct drills (fire, evacuation, and tornado), coordinate disaster plans with local emergency agencies, and establish/maintain building plans for emergency situations.
  - e. Collaborates with the Waupaca County Emergency Management and Administration to provide a safe environment for students, staff, parents, and visitors.
  - f. Inspects the building regularly and reports the need for maintenance, safety, and security to the Buildings and Grounds Supervisor.
3. Academic Oversight
- a. Identify and select ongoing professional development applicable for CEC advisors and 4K teachers, collaborating with the CECGC, and the Directors of Teaching and Learning and Technology, as appropriate.
  - b. Lead the academic excellence committee in developing and maintaining a curriculum that is in direct alignment with the schools mission and vision.
  - c. Lead selection of instructional materials and technology that complement the specific curriculum.
  - d. Coordinate assessments required to measure charter school success by student achievement and provides information to stakeholders and grantors.
  - e. Develops a calendar and master schedule that allows for the mission of the charter school to be fulfilled, and presents it to the CECGC.
  - f. Collaborate with the CECGC, Superintendent, and Director of Teaching and Learning in the recruitment, employment, assignment, evaluation, promotion, and dismissal of building staff.
  - g. Collaborate with the Director of Student Services and the Director of Business Services regarding the student health program, including the reporting of accidents.
  - h. Lead the CEC and District 4K site counseling, social work, health office, and Special Education services in concert with the Director of Student Services.
  - i. Coordinate accurate transition of student credit data with middle and high school principals.
  - j. Collaborate with the Summer School Principal(s) for the efficient and effective implementation of Summer School.

#### 4. Governance

- a. Be a leader with regards to knowing and guiding staff and CECGC in meeting the CEC contract and bylaws.
- b. Work with the CEC council president to fulfill duties/function, craft meeting documents, manage packet distribution and meeting postings.
- c. Guide the CECGC in creating and maintaining accountability measures related to: timelines, strategic long term planning, running effective meetings, utilizing committees, and leading strategic discussions.
- d. Co-Lead annual CEC meeting (with CECGC President).
  - i. Keep a record of all items included in the annual report and drafts report.
- e. Recommends volunteers and assists in the identification and recruitment of council and committee members.

#### 5. Finances

- a. Responsible for the accurate collection, depositing, and reporting of school funds, including grants, gifts, and donations.
- b. Provide CECGC a monthly budget update.
- c. Assist council president with management of grant funds.
- d. Assist in the creation and monitoring of fundraising goals based on strategic planning/vision, policies, and procedures.

#### 6. Community Relations

- a. Develop, implement, and maintain positive school-community relations.
- b. Develop and maintain student, staff, and parent advisory groups/councils and building committees, as needed.
- c. Create and maintain community partnerships that support the mission of the CEC.
- d. Maintain and create educational opportunities for the community.
- e. Shares relevant CEC happenings on school social media.
- f. Maintain healthy relationships with other schools and staff in the District and seek to dispel any "better than" appearances.
- g. Organize and supervise student registration, student and parent/guardian orientation, student and staff scheduling, curricular and co-curricular programming, attendance, grade reports, surveys, counseling reports, testing reports, and CEC/District, state and national reports.
- h. Coordinate and promote parent/teacher conferences.
- i. Counsel students and communicate with their parents/guardians and community agencies regarding student behavior and climate, compulsory attendance, special assignments, report cards, failure notices, and staffing.
- j. Collaborate as necessary in the scheduling and usage of the CEC and District 4K facilities for school and non-school groups.

#### 7. Marketing and Student Recruitment

- a. Create and/or approve promotional materials to advertise the mission, vision, and opportunities of the CEC and District 4K.
- b. Schedule and lead informational meetings and tours for prospective families.

- c. Organize parent information nights for new families.
- d. Advertise and communicate project showcase nights and fundraisers.
- e. Oversee course selection for older students, confirms attendance at CEC in upcoming years, and manages the waiting list.

8. Additional Duties

- a. Attend CEC, District 4K, and community programs and functions on a regular basis.
- b. Oversee set up and attend all parent and project nights, along with overseeing project supplies.
- c. Work with advisors to identify live sources for student project work.
- d. Attend all CECGC and School District of Waupaca Board of Education meetings, along with all School District of Waupaca principal meetings.
- e. Maintain relationship and contractual obligations with UWSP Suzuki Center, updating contract and instrument inventory annually.
- f. CEC garden oversight; including but not limited to budgeting, leadership, sustainability, and safety.
- g. Responsible for efficient and effective management of the following, but not limited to, student interest groups, fund raising, lockers, student orientation, student and staff handbooks, field trips, activity clubs, athletics, student performance groups and yearbook.
- h. Develop and implement orientation of new employees, ensuring that new staff members are knowledgeable of and effectively perform assigned duties and responsibilities.
- i. Coordinate the implementation of interns, student teachers, and practicum students assigned to the building/sites.
- j. Perform other duties as assigned by the CEC GC, Director of Teaching and Learning, and/or Superintendent.

This description is designed to assist in evaluating various classes of responsibilities, skills, and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

**QUALIFICATIONS**

1. Education/Certification

- a. Possesses a Master’s Degree (or higher) from an accredited college or university.
- b. Graduate work should include school administration, supervision, school business administration, curriculum and instruction, educational measurement, personnel administration, and school law.
- c. Certification as required by the state of Wisconsin for Principal licensure.

2. Experience (preferred, but not required)

- a. Demonstrated, successful experience as a teacher at a charter school.
- b. Demonstrated, successful leadership in charter school administration.

3. Skills, Knowledge and Abilities

- a. Demonstrated, and successful skills in curricular and instructional leadership; communication; establishing and maintaining relationships based on mutual confidence, trust, and respect; supervision and leading of staff; and personal and group decision-making.
- b. Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm, resourcefulness, and dedication to duty.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

As set forth in the contract and Administrative Employee Handbook.

CREATED: 05.27.2020

UPDATED: 02.05.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. Please call 715.258.4500 with questions or concerns.