

## ADMINISTRATIVE COUNCIL JOB DESCRIPTIONS

- I. The Board of Education authorizes the Superintendent to maintain job descriptions of Administrative Council members. Each job description shall identify required qualifications and include the essential functions of the position. All administrator job descriptions shall be reviewed by the Board/Personnel and Programs Committee.
- II. Each administrator will be provided with a job description at the time of employment. Revisions to job descriptions shall be reviewed with the employees. The Superintendent and/or Board may use job descriptions in the evaluation of administrators.

Legal reference:

Sections 118.21, 118.24, 121.02(1)(a), Wis. Stats.

PI 8.01(2)(q) Wis. Adm. Code

PI 34 Wis. Adm. Code

Cross reference:

Board Policy 1230 – Responsibilities of the Superintendent

Administrator Job Descriptions

Adopted: 6/18/01

Revised: 8/30/10; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us