

POLICY 2410  
SCHOOL SUPPORT STAFFING - ADMINISTRATIVE

The School Board recognizes and values the strong instructional leadership that needs to exist within each elementary, middle, and high school. The role of principals is complex and requires establishing a clear focus on student learning, internal and external interactions and relationships, positive school culture, and in-depth knowledge of instruction. The principal is accountable for the academic and social progress for every student within the building. They are the instructional leaders and disciplinarians, who advocate for students and partner with parents/guardians/caregivers. It is their responsibility to develop, implement, and evaluate a school improvement plan that establishes goals each year. The supervision and mentoring of building level staff including teachers, educational assistants, and secretarial staff is the role of principals. They are accountable for the discretionary District budgets, all grant funding, and any other revenue sources specific to their school. Daily, principals are responsible for monitoring all of the programs within the building that could range from breakfast and zero hour classes to after school and evening courses.

The District will review student enrollment trends, programs, and building level data to ensure that the expectations and responsibilities of the administrative staff can be maintained. This information will be used to determine administrative support staffing.

LEGAL REF.: Wisconsin Statutes  
Sections 111.31 – 111.395 Fair Employment Standards – employee nondiscrimination  
118.24 Employment of administrators  
121.02(1)(a) Hiring staff with proper certification/license/permit

CROSS REF.: 2110, Benchmarks  
2211, Recruitment and Hiring - Administrative, Supervisory, and Technical Personnel  
2720, Shared Decision-Making  
4330, Staff Selection and Hiring Process  
6100, Mission, Principles, Goals, Results  
Current Employment Practices Policy for Administrative, Supervisory, and Technical Personnel  
Administrative, Supervisory, and Technical Personnel Position Descriptions  
Principal Position Descriptions

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: February 22, 2005

REVISED: June 26, 2007

RULE 2410

SCHOOL SUPPORT STAFFING - ADMINISTRATIVE

Every school within the District will have a principal whose primary responsibility is to be the leader for that building. It is recognized that the student enrollment within a school directly impacts the ability of the principal to maintain a focus on achievement. Therefore assistance, or the addition of other responsibilities for the building principal, will be reviewed and considered based on the student enrollment trends, programs, and building level data.

1. Principals assigned to a school with a student enrollment of less than 250 may assume additional leadership responsibilities.
2. Principals assigned to a school with a student enrollment of greater than 600 may have additional staff to support the principal with serving the students and families. This may be an assistant principal, resource teacher, dean of instruction, etc.
3. Principals assigned to a school with a student enrollment of greater than 1500 may have additional staff to support the principal with serving the students and families. This may be an assistant principal, resource teacher, dean of instruction, etc.
4. Principals assigned to a school with a student enrollment of greater than 2000 may have additional staff to support the principal with serving the students and families. This may be an assistant principal, resource teacher, dean of instruction, etc.

In collaboration with the Executive Director or Director of School Leadership and the principal, the Superintendent of Schools will recommend additional staff or responsibilities that support the needs within the building and submit a recommendation for Board approval.