

ADMINISTRATIVE JOB DESCRIPTION FORMAT

D.C. Everest Area School District

TITLE:

JOB GOAL:

REPORTS TO:

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

Policy and Contract Administration

Planning

Conflict Resolution

Budgeting and Financial Planning

Supervision and Evaluation

Staff Relations

Staff Development

School-Community Relations

Student Relations

Curriculum

Discipline

Additional categories you have developed

Other Responsibilities

QUALIFICATIONS:

TERMS OF EMPLOYMENT:

Exhibit Approved: 11/14/78
Exhibit Revised: 01/26/93
GDM:mja

BOARD OF EDUCATION
D.C. Everest Area School District
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Schofield, Wisconsin 54476