



## LINN JT. 6 SCHOOL DISTRICT

Reek Elementary School  
W4094 South Lakeshore Drive  
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Reek School (also known as Linn Joint 6 School District) seeks a collaborative, team player as an Assistant Principal. We are a small 3K-8th grade school located between Lake Geneva and Walworth. We have a reputation of academic excellence and are well known for our core values of excellence, respect, and community. Our staff consists of about 25 full and part-time dedicated educators. The student body hovers around 160 students with about 50% coming from open enrollment. Our stakeholders take pride in our small, rural school. Our families love to be involved in our school community through our active School Club and volunteering opportunities.

Our staff is small, dedicated, and collaborative. Due to being a small rural school, our staff often wear many hats in order to meet the needs of our students. The ideal candidate would embrace this team approach and thrive in a role that requires them to use both administrative skills, teaching skills, and counseling skills.

This position will lead the mental health initiatives in the district, therefore, the ideal candidate for this position would be a person with a background in social emotional instruction and mental health. We are looking for someone who is flexible enough to wear the hat of administrator, and counselor/social worker. Job responsibilities may ebb and flow each year based on the needs of our student population and needs.

The Assistant Principal is responsible, in partnership with the District Administrator/Principal, for day-to-day operations of the school including student discipline, attendance, academic programming and development, facilitating PLC teams, and personnel supervision.

Licenses desired would include:

Principal and/or Pupil Services Director

Social Work and/or School Counselor

Qualifications:

- Valid certification by the State of Wisconsin as a school administrator with elementary and/or middle school experience.
- At least five (5) years of successful public educational experience, with experience in elementary and/or middle school teaching, counseling, and/or administration.
- Knowledge of state and federal regulations, trends, and issues in the field of education.
- Experience with school leadership, continuous improvement, and best practices.
- Experience with teacher evaluations.
- Ability to leverage technology for efficiency, effectiveness, and student achievement.
- Visionary curricular leader and culture builder.
- Ability to effectively collaborate with students, staff, administration, parents, and the community.
- Additional certifications encouraged, but not required.

The qualified candidate must be able to:

- Evaluate teachers with the Educator Effectiveness Model
- Focus climate so that student character remains exemplary
- Supervise support staff and teachers
- Act as LEA for IEPs
- Willingness to work outside of the school day which includes but not limited to evening and weekend events
- Run small group and/or large group instruction as needed in the areas of social emotional learning
- Coordinate our Character Education programming
- Willingness to plan and/or lead professional development or other sub-committees
- Coordinate our preschool and community education programming
- Manage and maintain school safety

**Reports to:** District Administrator

**Supervises:** Certified and non-certified staff as assigned.

**Job Description:** Responsibilities include, but are not limited to: providing educational and instructional leadership to the staff and the students; promoting, through demonstration, a commitment to academic excellence; promoting a positive, caring, nurturing climate in the school; assisting each staff member in developing the talents of each student; facilitating PLCs; and completing staff evaluations.

**Employment Terms:** This is a 200 day per year contract. Annual compensation dependent upon qualifications and experience.