



SCHOOL DISTRICT OF SHIOCTON

N5650 Broad St, P.O. Box 68, Shiocton, WI 54170-0068
(920) 986-3351 • Fax (920) 986-3291

District Administrator

Purpose:

The District Administrator is tasked with ensuring the effective management of the school system in accordance with Wisconsin statutes and the policies established by the Board of Education (“Board”). This role encompasses oversight of all operational facets of the school, serving as the primary spokesperson for the School District of Shiocton (“District”).

Responsibilities:

Responsibilities of the District Administrator include, but are not limited to:

- Advising the Board in formulating district policies, executing the policies adopted and ensuring District policies are administered fairly and consistently
- Keeping the Board informed on the progress and condition of the school facilities and overseeing all maintenance, repair, and building projects
- Keeping the Board informed on issues and needs related to the operation of the school system
- Overseeing the systematic review and revision of instructional standards, materials, and resources to ensure they remain current, equitable, and aligned with best practices, including applicable state laws and regulations. This includes providing professional development opportunities to support staff in delivering high-quality instruction and effectively implementing the curriculum
- Ensuring students achieve high standards in academic performance, citizenship, and personal growth including updating the Board on curriculum development, program effectiveness, and progress related to academic achievement and development
- Ensuring that curriculum implementation is supported by measurable goals, data-driven strategies, and consistent evaluation to monitor student progress and adapt to changing educational needs
- Working with the Business Manager on the preparation and administration of the annual District budget in compliance with Board policy, state law and regulations and keeps the Board informed of the progress toward achieving its goals and objectives
- Supporting the Business Manager with respect to Human Resource related functions and services
- Working towards maintaining positive staff morale and loyalty within the District by treating all personnel fairly without preference or prejudice
- Evaluating, supporting and supervising administrators, department directors such as building and grounds, food service, IT and Shiocton Child Care Center, and other District-wide staff such as District Registrar, District Nurse, and Shiocton Fitness Center Coordinator
- Interacting with and building relationships with people, families, organizations, governmental bodies, and businesses within the District in an effort to garner respect and support of the community relating to the administration and implementation of all facets of the District
- Working with the Director of the Shiocton Child Care Center to provide quality pre-academic and social-emotional education within the District facilities to children ages 6-weeks to 10-years of age year round, including instruction and child development guided by the Wisconsin Model Early Learning Standards and curriculum supporting the development of the early learner, including Early Childhood education
- Managing and overseeing transportation of students within the District in conjunction with the District Registrar including utilization transportation software and related data
- Coordinating and overseeing District communication, including social media communication, The Link, and Skylerts among others
- Other responsibilities as assigned by the Board or to otherwise be managed by the District Administrator

“Where Excellence is Expected”

The Shiocton School District does not discriminate on the basis of race, sex, color, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



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Ideal Candidates will possess:

- Valid Wisconsin District Administrator License or eligible for such license before commencing employment
- Experience as Superintendent, Assistant Superintendent, Principal or other administrative position preferred but all candidates meeting the minimum qualifications will be considered
- Experience managing community, student, parent, and stakeholder relationships
- Experience creating a positive and collaborative relationship with labor unions, professional associations, and negotiating employee contracts and/or managing labor agreements
- Demonstrated ability to develop policy, strategic plans, and related initiatives
- Experience managing annual budget, procurement, transportation needs and facilities of a school district or comparable organization/business

About the Shiocton Community:

The School District of Shiocton, located about 20 miles north of Appleton, serves a student enrollment of approximately 730 students from a large, rural area surrounding the Village of Shiocton. The District employs approximately 100 staff members including a Pre-K through Grade 6 Principal, Grade 7-12 Principal, Special Education Director, and Business Administrator. The District facilities, including the Shiocton Child Care Center, consist of one, large building located in the heart of the community. The District's motto, which focuses heavily on parent, staff, and community involvement in all aspects of student learning, is "one town, one school, one family." The Board, consisting of seven (7) members, has experienced low turnover for the past two decades and works closely with the District Administrator to ensure excellence in education is being provided to the students of the District. Additionally, the District has employed only two District Administrators in the past two decades.

Application:

Interested candidates should submit a letter of interest, resume, a copy of (or evidence of eligibility for) a current Wisconsin District Administrator License, three letters of recommendation, and a completed candidate [questionnaire](#) via WECAN to the attention of Mrs. Rachel Krueger, District Administrative Assistant. Or application materials may be sent to: Rachel Krueger at rkrueger@shiocton.k12.wi.us or N5650 Broad Street, PO BOX 68, Shiocton, WI 54170.

DEADLINE FOR APPLICATIONS: Monday, January 31, 2025.

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