**Brown County**

**Children with Disabilities Education Board**

**New Administrator Leadership Profile**

**Description of the Administrator Position**

**The Brown County Children with Disabilities Education Board seeks an exemplary leader to serve as their next Administrator. Responsibilities of this position include leadership, along with the administrative team, of Syble Hopp School; as well as providing/administering special education services in four Brown County school districts. Syble Hopp School is a stand-alone public school that provides placement options to deliver functional academic and social skills to 185 students between the ages of three and twenty-one with intellectual and other developmental disabilities. Syble Hopp School is located in West De Pere, just south of Green Bay, and serves the Brown County school districts of Ashwaubenon, Denmark, De Pere, Howard/Suamico, Pulaski, West De Pere, and Wrightstown. Along with the financial support for Syble Hopp School that is provided by Brown County, the school districts they provide services to, the State of Wisconsin, and the federal government, Syble Hopp School is extremely fortunate to have tremendous support from various community members, organizations, and the business community.**

**An educator who has the appropriate license and the passion and commitment to work with children with special needs will want to consider making application for this tremendous opportunity to serve as the new Administrator of the Brown County Children with Disabilities Education Board/Syble Hopp School for the following reasons:**

**History and Reputation of Syble Hopp School**

**During its 62 year history, Syble Hopp School has achieved and sustained a positive reputation for meeting the educational and social needs of their students and producing graduates who have added significant value to their communities. As the result of this legacy of educational excellence, Syble Hopp School is well respected for its ability to prepare their students for the real world and, thereby, has garnered strong support from their educational communities.**

**Specialized Structure of the Syble Hopp School**

**Affiliated with the Brown County Children with Disabilities Education Board, Syble Hopp School is a public school that provides placement options to deliver functional academics and social skills to 185 students between the ages of three and twenty-one with intellectual and other developmental disabilities. Parents who have chosen to send their special needs student to this specialized school have a strong belief in the value of this separate environment. These parents believe the “Hopp Way” is the best way to assist their student to become a self-confident individual who can grow and develop into a productive member of the community.**

**Culture and Climate of Syble Hopp School**

**Syble Hopp School is a truly unique school with amazing students. It is a school that reflects a strong sense of family and a climate and culture of excellence that provides student-centered facilities, caring professionals and students, a truly quality education, and an ongoing focus on meeting the academic and social needs of every student. The “Hopp Way” promotes life skills that instill within each student a positive self-image and guides each student along a pathway toward achieving their full potential and success. The care and positive learning experience that students receive meets and often exceeds expectations of the families.**

**Curriculum and Instruction at Syble Hopp School**

**The specialization of services provided to each student at Syble Hopp School allows each student to gain control over issues related to his/her disability. Syble Hopp School, as a school on the cutting edge of special needs curriculum and instruction, provides a full range of support services to its students, including physical therapy, occupational therapy, speech therapy, adaptive physical education, adaptive music, a therapy pool, and use of the school duplex. The Syble Hopp School curriculum is community based and revolves around 5 components: Functional Academics, Community Living, Independent Living, Recreational/Leisure Skills, and Vocational Training. This curriculum provides each student the ability to translate the life-skills they have attained at Syble Hopp School into the reality of the real world.**

**Administration and Staff**

**The passionate and dedicated administration and staff of Syble Hopp School perform miracles with their students everyday and make every one of their students truly feel special for who they are. The administration and staff, working in conjunction with one another, daily exhibit an intense commitment for providing each student with a positive learning experience/ environment and goes above and beyond to meet the academic and social needs of each student. Each Syble Hopp School educator believes that he/she can truly make a positive impact of the life of each student and his/her family.**

**Support**

 **The students and staff of Syble Hopp School are blessed to have tremendous support from their parents, their seven feeder school districts, and various individuals, organizations, and the business community. The many supporters of Syble Hopp School believe in the school’s mission and provide strong support that is reflected in generous donations to the school. Through these generous and gracious donations, the students of Syble Hopp School are able to continue to receive an enriching education filled with a challenging curriculum, current technology, needed equipment, and monthly community based instruction experiences.**

**Potential candidates for the Brown County Children with Disabilities Education Board (CDEB) Administrator position should be aware of the following challenges that he/she will face should he/she be offered the Administrator position:**

**The Administrator’s Role**

**The new Administrator must recognize that he/she will not only serve as the Administrator for the Syble Hopp School, but also must interact and engage cooperatively and collaboratively with the seven Brown County feeder school districts, oversee special education programs that are provided by Syble Hopp/Brown County staff to 4 of the Brown County school districts, and serve as Department Head for the Brown County Children with Disabilities Department. To effectively fulfill these multiple roles, the new Administrator must exhibit strong leadership capacity, be well versed in special education laws and regulations, and have an in-depth understanding of the political world that impacts Syble Hopp School, including the Department of Public Instruction. These skills and knowledge are necessary so that he/she is able to get ahead of the various issues he/she and the school will face in the future. Possibly the most important role that the new Administrator must fulfill is that of a strong advocate for the students and staff of Syble Hopp School with all stakeholders, patrons and naysayers.**

**Specialized Structure of Syble Hopp School**

**As the new Administrator, you must be prepared to serve as the spokesperson and champion for the continued existence of this specialized school. In the past, some bureaucrats have questioned the specialized structure of Syble Hopp School and spoken in favor of integrating/mainstreaming the Syble Hopp students in their home districts. Therefore, as the new Administrator, you must continuously advocate for the existence of this school and educate those who may question its existence regarding the true value and benefit that Syble Hopp School provides to its students, families, and their communities.**

**Syble Hopp Culture and Climate**

**As the new Administrator, you must diligently strive to maintain and enhance the excellent climate and culture that exists at Syble Hopp School and make a concerted effort to make sure that all Syble Hopp School staff continue to exhibit a commitment, passion, and pride for working in this unique school with these amazing students.**

**Relationships/Support/Funding**

**The new Administrator will need to quickly communicate with and develop strong, open, transparent, and collaborative relationships with a variety of stakeholders, including students, parents, staff, local businesses, county officials, state legislators, and others. Creating these relationships is imperative to fulfilling the Syble Hopp School mission and vision of helping each student to reach their full potential and becoming a self-confident individual who will grow and develop into a productive member of the community.**

**Our new Administrator must also promptly come to understand and function within the complex and complicated funding structure that Syble Hopp School continuously lives and survives under. Given that the school’s funding comes from the Brown County budget, the State of Wisconsin/Department of Public Instruction, the federal government, and the 7 Brown County feeder school districts, as well as significant donations from various supporting sources, the new Administrator, who will be faced with the reality of funding cuts, must engage with each of these funding sources and advocate to maintain an adequate level of funding in order to address the ever increasing financial needs required to meet the academic and social needs of the students.**

**Staffing**

**Syble Hopp School is made up of a well trained, caring, and compassionate staff. The new Administrator must create open lines of communication with the staff and fully recognize the need to form a strong partnership with this staff focused on together making the best decisions for the students. Trust between the new Administrator and staff must be formed quickly. In an effort to guarantee that Syble Hopp School will continue to provide a high quality staff, the new Administrator will need to address the need to compensate the staff at a level commensurate with the tremendous work they do with the students. He/She will also need to work with the Brown County and other funding sources to make sure that Syble Hopp School can continue to be competitive when in the market for new teachers. In order to assist each staff member to grow and enhance their effectiveness, the new Administrator must look to establish a fair and consistent evaluation and professional growth system that holds each certified and non-certified educator accountable to student-centered expectations.**

**The expectations of the new Administrator in the first year and within the first 5 years of serving in this position are:**

* **First Year**

**Culture and Climate/Funding**

**As the new Administrator begins his/her tenure as the Brown County Children with Disabilities Education Board Administrator, he/she should understand that he/she is coming into a highly respected educational environment that has a reputation of excellence in meeting the special needs of its wonderful students. Therefore, the new Administrator should initially listen, learn, and immerse himself/herself into the Hopp culture, focusing on learning about this student-centered culture and climate and the many staff, parents, and other supporters who truly believe in the “Hopp Way”.**

**Additional areas that the new Administrator must focus on in the first year include:**

* + **Understanding of the budget process and funding systems;**
	+ **Maintaining the family atmosphere that exists at Syble Hopp School;**
	+ **Improving technology and technology support; and**
	+ **Guide and direct the vision for success for the school, staff, and students.**

**Relationships**

**Although it is a given that the new Administrator will need to immediately develop trust and a collaborative political relationship with the county, state, and federal governments; as well as with the supporting communities and feeder school districts, the new Administrator must not lose sight of the importance of daily engaging with the students, staff, and families of the Syble Hopp School. The new Administrator must also form a strong relationship with our partner organizations, Aspiro, Curative Workshop, CP Center, etc. so as to guarantee that our students continue to have caring, supportive assistance as they move into the next phase of their life.**

* **Five Years**

**Growth/Future (Strategic) Planning**

**Look to the future. Working with staff and parents, analyze where we want our school to be in that future. Engage our stakeholders in a process to create a strategic plan that will bring us to that future. Initiate the educational, financial, and political steps of that plan. Move our vision of our future to the reality of our future.**

**During the first five years of the new Administrator’s leadership at Syble Hopp School, he/she must focus on the following:**

* + - **Funding raising programs;**
		- **Development of student-centered curriculum that effectively prepares each student for his/her future in the workplace;**
		- **A process for effectively maintaining staff; and**
		- **Updating of the original portion of the building and the front façade of our school.**

**What are the primary characteristics, skills, abilities, attributes, etc. that the new Administrator should possess and bring to this position?**

**Those characteristics, skills, abilities, attributes, etc. that were mentioned by a number of the stakeholders include:**

* **Strong sensitivity to our special population and intense knowledge of working with children with disabilities**
* **A never-ending focus on providing the very best educational and social environment for our students – never lose sight of the belief that our students truly must be and are our #1 FOCUS**
* **Has a true belief in our cause and a commitment to and passion for serving students with intellectual and developmental disabilities and fulfilling the mission and vision of Syble Hopp School**
* **Strong interpersonal and diplomatic skills - approachable**
* **A relationship builder who engages all stakeholders in the fulfillment of our mission and vision – ability to form strong, positive working relationships/networks with our staff, parents, community organizations, and politicians/legislators**
* **A visionary who possesses the ability to see what the future looks like for our students and means to achieve that future**
* **Possess a good imagination and is an innovative forward thinker**
* **High extrovert, high energy – Outgoing – Dynamic - Charismatic**
* **A Leader not follower or command and control person – a Servant Leader, not autocratic**
* **Leads by example**
* **Collaborative and cooperative**
* **Honest, ethical, and professional**
* **High level negotiation skills and a willingness to aggressively fight for Hopp’s needs and the “Hopp Way”**
* **Understand Children with Disabilities Education Boards (CDEBs) and the laws and politics that impact Syble Hopp**
* **Patience, imagination, and a sense of humor**
* **Active listener**
* **Good communicator**
* **Public Relations advocate for Hopp**
* **Able to rally staff and parents – a cheerleader**
* **Willing to delegate - Not a micromanager**
* **Knowledge of the budgeting process - Fiscally responsible**
* **Trusting and trust worthy**
* **Fighter – for resource, funds, grants, etc.**
* **Respectful of students, parents, and staff, community members, and others**
* **Has high expectations for self and others**
* **A team player**
* **Realistic/Positive/Encouraging**
* **Possesses strong Leadership abilities (decisive, organized, empathy, communication-written and verbal, ability to make decisions, strategic thinker and problem solver)**
* **Understand needs of the integrated programs in the districts**
* **Keeps things simple**
* **Flexible and understanding**
* **Appreciative of our history**
* **Honest/Kind/Caring**
* **Transparent**
* **Generous with praise**

**What final words of wisdom do you have for candidates considering making application for this Administrator position?**

* **It’s a privilege to work at Syble Hopp School and with this wonderful staff and amazing students**
* **Be loud and proud of what we do at Syble Hopp School**
* **Trust your Education Board to give you advice about the movers and shakers in the community, etc.**
* **Don't be afraid to try new ideas that you've seen work in your previous experience**
* **Understand who we are and what we are about**
* **May want to collaborate with network of district Directors of Special Education, as well as with district Superintendents**
* **Good to form contact with CESA 7 and Lakeland School in Walworth County**

**Know that this position will be extremely challenging**

**and**

**extremely rewarding.**

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