

Title: Work Responsibilities Between the BCS Staff and Volunteers

Control Information

Control Item	Details
Owner/Curator	Karyn Buchheit
Policy #	Policy0010 Draft
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	September 6, 2005

Revision History

Revision	Date	Revision Description	Originator
A		Draft	M. Hazelton

1.1. Objective:

1. Define the work responsibilities between the BCS board, District and Staff

1.2. Staff and Volunteer Responsibilities

The following definitions will help in understanding the table below:

1. The person or group accountable (A) is the decision maker on method and outcome.
2. The person or group responsible (R) performs the task.
3. The person or group must give consent (C).
4. The person or group must be informed (I).

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
1.	Receipt of payment from individuals			A	R		I	
2.	Approving expenditures with in budget.	I	C	AR				I
3.	Approving expenditures out of Budget	I	I	C	I		I	AR
4.	Cancel school due to weather	A	I	R	I	I	I	I
5.	Cancel school due to illness	I	C	AR	I	I	I	C
6.	Payroll	R	I	C	I			A
7.	Financial Audit	I	I	A	R			I
8.	Pay for Health Insurance	R	I	I	R			A
9.	Pay for Liability insurance	R	I	I	I			A
10.	Send Financial report to School District			A	R			I

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
11.	Deposit of money to the bank			A	R			I
12.	Signing checks	R			I			AR
13.	Contract for meals service with school district.							AR
14.	Develop/introduce/approve Instruction methods		R	A			I	C
15.	Approving daily schedule and changes to it.		R	A			I	I
16.	Changing curriculum schedule.		R	A			I	I
17.	Approving field trips with in budget.		C	AR	I	I	I	I
18.	Approve updates parent handbook	I	C	R	I		I	A
19.	Approve all school memos		I	AR	R			I

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
20.	Researching curriculum SCHOOL SPECIFIC		R	AR				
21.	Approve new curriculum SCHOOL SPECIFIC	I	C	R	I		I	AR
22.	Hiring administrator	I	C		C		I	AR
23.	Firing administrator	I	I		I		I	AR
24.	Approve hiring of teachers		C	C	I			AR
25.	Hiring teachers	I	C	R	I	I	I	AR
26.	Firing teachers	I	I	AR	I		I	C
27.	Hiring non teaching staff.	I	C	AR	I	I	I	C
28.	Firing of non teaching staff	I	I	AR	I	I	I	C
29.	Performance Eval. For Principal/ADMINISTRATOR							AR

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
30.	Performance eval for staff			AR				I
31.	FINDING AND IMPLEMENTING Staff development		C	AR	I			I
32.	Approving policy	I	C	C	C	I	I	AR
33.	Updating Policy	I	I	C	I	I	I	AR
34.	Approve grants submittal			C				AR
35.	Grant Seeking / Writing		C	AR				C
36.	Conduct Lottery			AR	I		I	I
37.	Set class enrollment limits.		C	C	I		I	AR
38.	Creating and submitting Annual report	I		AR	R			C
39.	Contract bus service.	C	I	C	I			AR
40.	Approve press releases			AR				I
41.	Approve advertisements			AR				I

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
42.	Approve marketing materials			AR				I
43.	Orients new parents		R	AR	R		R	
44.	Cares for the relationship between school and district			AR	R			R
45.	Inventory juice and milk. Order if needed				AR			
46.	Tracking milk and juice payments.		R		AR		I	
47.	Report attendance to the district	I		I	AR			
48.	Take attendance in classrooms		AR	I	I			
49.	Verify absence							
50.	Decide location of field trips		AR	C	I	IC	I	
51.	Organize field trip bussing		A	I	R			

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52.	Track field trip permission slips		AR	C	I			
53.	Takes care of fluid spills		AR	R	R		I	
54.	Supervise recess							
55.	Manage prescription medication		RI	AR	AR		A	
56.	Tracking of non curriculum consumables/reorder				AR			
57.	Dissemination of first aid.		R	AR	R			
58.	Find substitute teachers			AR	R			
59.	911 calls		R	AR	R			
60.	Bee sting allergic reaction		R	AR	R			
61.	Conduct Earth quake drills	I	R	AR	R			
62.	Conduct Fire drills	I	R	AR	R			
63.	Conduct Lock down drills	I	R	AR	R			

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64.	Takes care of students special instructions for going home.		AR	I	I			
65.	Finding staff development opportunities		R	AR	R			
66.	Policy and procedure archiving			A	R			
67.	Vacuuuming classrooms		JANITOR	A				
68.	Cleaning Bathrooms		JANITOR	A				
69.	Buying janitorial supplies		JANITOR	A	I			
70.	Lock up at end of day		R JANITOR	A	R			
71.	Cleaning office		JANITOR	A				
72.	Landscaping	C	C	R				A
73.	Grounds keeping		BOB	A				
74.	Garbage pick up			A	R			
75.	Do Repairs	C	I	AR	I			C

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
76.	Notify community about enrollment	I	I	A	R	I	I	I
77.	Keep enrollment counts			A	R			
78.	Notify parents of enrollment results			A	R		I	
79.	Keep the enrollment waiting list			A	R			
80.	Recruit students		R	AR	R			R
81.	Correspond with prospective parents			AR	R			
82.	Deliver enrollment info to the district	I		A	R			I
83.	Complete annual report to district and ODE	I	I	A	R			I
84.	Create annual budget			R	R			A
85.	Conduct state standard testing	I	R	AR			I	I
86.	Establish new bus routes	AR	BUS CO.	I	I			

		School District	Teachers	Principal	School Admin. Asst	Volunteer	Parent	Board member
87.	Create parent newsletter		R	A	R	I		
88.	Notify paper of open meetings				R			A
89.	Keep student/parent info	I	R	A	R			
90.	Hears grievances against teachers			AR				
91.	Hears grievances against administrator							AR
92.	Insure immunization paperwork	I	I	A	R		IR	
93.	Insure children are not photographed if designated		R	A	R			
94.	Staff Assignments		C	AR				I
95.	Assemblies		I	AR				
96.	Room Assignments		C	AR				