

School Functions and Responsibilities

Task or Function	Person(s) Responsible	Timeline or Due Dates	Notes
I. Policies and Procedures			
a. Financial			
b. Student related			
c. Staff related			
d. Personnel			
e. Building, Facility, Grounds			
f. Legal			
g. Procurement			
h. Organizational and governance			
i. Administrative			
j. Insurance			
k. Communications			
l. Charter Related			
m. Instruction			
II. Financial			
a. Procurement			
b. Banking (deposits, reconciliation, supplies, set up accounts and access, etc.)			
c. Quick Books and report generation			
d. Budget development, approval, submission to county and/or state			
e. Grants – writing and administration of funds, spending, and reporting			
f. Inventory			
g. Surplus sales			
h. Loans			
i. Fundraising plan			
j. Funding changes and adjustments to budget			

k. Plan and execute Capital Campaign			
l. Works with the county regarding being a part of SPLOST and specific grants applicable to the school or its programs			
m. Create and manage Proforma (5 year budget)			
n. Manage budget to the object and functional level			
III. Organizational and Governance			
a. Charter changes process			
b. Charter renewal process			
c. Business plan			
d. School Improvement Plan			
e. Calendar and school day – development of, vote, dissemination of info.			
f. Strategic Planning			
g. Succession Planning			
h. Governance organizations (e.g., PTA)			
i. Write job descriptions			
j. Accreditation			
k. Plan Governance training			
l. Develop yearly school schedule (specials, SPED, rotations, periods, etc.)			
IV. Administrative			
a. Accounts Payable			
b. Account reconciliation			
c. 990 and other IRS tax forms			
d. Accounts Receivable processes			
e. Payroll			
f. TRS and Welfare Benefits adjustments and bills			
g. Develop forms (e.g., demerits, Pos, report cards)			
h. Maintain demographic data			
i. Ordering process			
j. Attendance incentives			
k. Attendance administration (data, letters, discipline referrals, etc.)			
l. Clinic management, first aid requirements, supply procurement, data collection and reporting			
m. Student records and retention			

n. Personnel records and retention			
o. Business records and retention			
p. School correspondence			
q. Manage subs (including sub list, reconcile with leave forms, call subs, etc.)			
r. Maintain updated student contacts list			
s. Maintain updated staff contacts list			
t. Manage food service (free/reduced lunch, milk ordering, etc.)			
u. Manage transportation (e.g., fieldtrips)			
v. Maintain website			
w. Maintain vendor list and necessary documentation/ W-9, etc. & monitoring for 1099s			
x. Records retention – manage storage of and observance of retention schedule			
V. Personnel			
a. Adding personnel			
b. Personnel schedules			
c. Terminating personnel			
d. Organizational chart changes			
e. Teacher mentor program			
f. Staff orientation			
g. Staff development - plan development and implementation; SDU proposals, manage staff credits through My PDC.			
h. Job descriptions			
i. Grievances			
j. Professional development monitoring			
k. Scheduling substitutes			
l. Staff leave – maintain data			
m. Evaluating personnel			
n. Welfare benefits – establish, open enrollment, cancellation			
o. Dress code			
p. Discretionary time decisions			
q. Hiring contract employees			
r. CPI Report			

s. Preparing contracts			
VI. Legal matters			
a. Charter law			
b. Fair labor standards			
c. Lawsuits			
d. Special Education/SST law			
e. Title XX law			
f. Posting legal notices			
g. Legislative actions impacting the school			
VII. Insurance			
a. Ensure compliance with liability, property, etc. non-employee coverage			
b. Provide copies of insurance to School System and/or the state			
c. Insurance renewals of policies			
VIII. Building, Facility, Grounds			
a. Procurement of buildings			
b. Equipment, and basic instructional and administrative furniture (desks, chairs, bookcases, wipe boards, file cabinets, etc.)			
c. Maintenance and repairs – short and long range			
d. Traffic controls and plans			
e. Pest control			
f. Warranties			
g. Playground maintenance and repairs			
h. Landscaping and grounds maintenance			
i. Leasing and renting buildings and units			
j. Erosion control			
k. Appraisals			
l. Provide copies of Certificates of Occupancy and other pertinent documents to School System related to construction/building			
IX. Communication			
a. County, city, state officials			
b. School system			
c. Charter Schools Association			
d. Charter Schools Development Corporation			

e. Handbook development and publishing			
f. Policy Manual development and publishing			
g. Public relations and marketing (e.g., press releases, etc.)			
h. Newsletters or similar communication			
i. Partners in Education			
j. Phone tree – develop and drill			
k. Plan Curriculum, Community, and Conversation events			
X. Reporting Requirements			
a. FTE counts			
b. AYP Report			
c. Charter School Report			
d. Audit preparation and reporting			
e. Surveys			
f. Open Records			
g. Safety and emergency			
h. Test Scores			
i. Tax information			
j. 501(c)(3) status			
k. Yearly renewal with Secretary of State			
l. Focus Walks (if applicable)			
XI. Safety			
a. Safety plan development			
b. Drills			
c. Snow on walks, ensure rails are secure, stairs have non-skid, etc.			
d. Inclement weather decisions and communication			
e. Equipment (fire extinguisher renewals, alarm, etc.)			
XII. Technology			
a. Technology plan – short and long range			
b. Procurement			
c. Maintenance and support			
d. Student Internet approval forms			
e. Software licensing and records			
XIII. Instruction			

a. Curriculum development			
b. Procurement (text books, instructional supplies, specialty furniture, agenda books, etc.)			
c. Curriculum research			
d. Pilot programs			
e. Testing			
f. Summer programs			
g. Special Education			
h. Gifted Program			
i. Early Intervention Program and B.O.O.S.T. program			
j. Student Support Team and Response to Intervention			
k. Counseling			
l. DFACS referrals and referrals to local authorities			
m. Sports and Extracurricular			
n. Fieldtrips and enrichment opportunities/programs (planning and approval)			
o. Promotion and retention and student placement			
p. Plan and execute programs such as Geography Bee, Spelling Bee, Speech Contest, Beta Club, School Store, Red Ribbon Week, Charter Schools Week, etc.			
q. Disaggregate data and prepare for reporting			
r. Manage service learning projects and prepare data for reporting			
s. Manage discipline data for reporting			
t. Manage lesson plans and/or reflections			
u. Plan and execute Open House			
v. Report on curriculum changes			
w. Monitor curriculum mapping and instruction			
x. Research best practices for instructional models, theories, and materials			
y. Manage textbook adoptions			
XIV. Students and Parents			
a. Dress code changes			
b. Grievances			

c. Discipline code and enforcement; manage data on infractions and prepare for reporting			
d. Parent Involvement Compact and managing record keeping/keeper			
e. Health related matters (scoliosis screening, hearing/vision, etc.)			