

Title: Work Responsibilities Between the BCS board, District, BCS Staff and BCS Community

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0009b
Supersedes	Policy0009 and Policy0010
File Location	www.bethanycharter.org
Board approval date	March 5, 2007

Revision History

Revision	Date	Revision Description	Originator
A	Sept 6, 2005	Draft	M. Hazelton
B	March 5, 2007	Amend policy	K. Buchheit

1.1. Objective:

1. Define the work responsibilities between the BCS board, District, BCS staff and BCS community with community including all parents and volunteers at BCS.

1.2. Board, District and Staff 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).
5. The person or group asked for opinion (O).

		Bethany Board	School District	Teachers	Community/Parents/Volunteers	Administrator	Classified Staff
1.	Setting the yearly budget	A	I	I	I	AR	I
2.	Approving expenditure within budget	I	I			AR	
3.	Approving expenditures out of budget	AR				C	
4.	Cancel School due to weather		AR	I	I	R	
5.	Cancel School due to illness	I	I	C	I	AR	
6.	Payroll	A	R			C	
7.	Financial Audit	A	I			R	

		Bethany Board	School District	Teachers	Community/Parents/Volunteers	Administrator	Classified Staff
8.	Contracts for Health Insurance	A	I			R	
9.	Contract for Liability Insurance	A	I			R	
10.	Send Financial Report to School District	N/A					
11.	Deposit of money to the bank	I				A	
12.	Receipt of payment from individuals	I				A	
13.	Signing checks	AR	R			I	
14.	Contract for milk service with school district	I	AR			I	
15.	Decide to accept Title 1 funds	AR	I	I		I	
16.	Curriculum Approval	A		C		R	
17.	Instruction Methods			R		A	
18.	Approving daily schedule & changes to it			R	I	A	
19.	Changing curriculum schedule			R		A	
20.	Approving field trips within budget			C	I	R	
21.	Approves updates to student/parent handbook	A			I	R	
22.	Approve all school memos	I		I		AR	
23.	Researching curriculum			R		AR	
24.	Hiring Administrator	AR	I	O	I	I	
25.	Firing Administrator	AR	I	I	I	I	
26.	Approve hiring of teachers	AR		O		C	
27.	Hiring teachers	AR	I	O	I	R	
28.	Firing teachers	C	I	I	I	AR	
29.	Hiring non teaching staff	C	I	O	I	AR	
30.	Firing of non teaching staff	C	I	I	I	AR	
31.	Performance evaluation for principal	AR				I	
32.	Performance evaluation for staff	I		I		AR	
33.	Staff development	I		C		AR	
34.	Insure accountability plan followed	AR		R		R	
35.	Approving policy	AR	I	I	I	C	

		Bethany Board	School District	Teachers	Community/Parents/Volunteers	Administrator	Classified Staff
36.	Updating policies	AR	I	I	I	C	
37.	Approve grant submittals	C				AR	
38.	Grant seeking/writing	C				AR	
39.	Direct request funds from individuals	AR					
40.	Direct request funds from corporations or businesses	AR					
41.	Conduct Lottery	I		I	I	AR	
42.	Set class enrollment limits	AR		C	I	C	
43.	Creating & submitting annual report	C	I			AR	
44.	Contract bus service	C	AR	I	I	C	
45.	Approve press releases	I				AR	
46.	Approve advertisements	I				AR	
47.	Approve marketing materials	I				AR	
48.	Orients new parents	I		R		AR	
49.	Watches district & legislature for potential changes	AR		R		AR	
50.	Cares for the relationship between school & district	AR	R	R	R	R	
51.	Teaching staff assignments/grade level	C		C		AR	
52.	Inventory juice & milk. Order if needed.		AR				
53.	Tracking milk & juice payments			R		AR	Office R
54.	Report attendance to the district		I			I	Office R
55.	Take attendance in classrooms			AR		I	Office I
56.	Verify absence						Office R
57.	Decide location of field trips			AR	IC	C	I
58.	Organize field trip bussing			A		I	Office R
59.	Track field trip permission slips			AR		C	Office R
60.	Takes care of fluid spills			AR	AR	AR	AR
61.	Supervise recess			R		A	Aides R
62.	Manage prescription medication			RI	A	AR	Office R
63.	Tracking of non curriculum consumables/reorder					A	Office R
64.	Dissemination of first aid			AR	AR	AR	AR
65.	Find substitute teachers					AR	Office R

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66.	911 Calls			R		AR	R
67.	Bee sting allergic reaction or other allergic reactions			R		AR	R
68.	Conduct earthquake drills	I	I	R		AR	R
69.	Conduct fire drills	I	I	R		AR	R
70.	Conduct lock down drills	I	I	R		AR	R
71.	Takes care of students special instructions for going home			AR		I	Office R
72.	Policy & procedure archiving	AR				R	Office R
73.	Vacuuming classrooms					A	Janitor R
74.	Cleaning Bathrooms					A	Janitor R
75.	Buying janitorial supplies					A	Janitor/office R
76.	Lock up at end of day	AR		AR	AR	AR	AR
77.	Cleaning office					A	Janitor R
78.	Grounds keeping					A	Janitor R
79.	Garbage pick up			R		A	Janitor R
80.	Do Repairs	AR	AR			AR	AR
81.	Notify community about enrollment	I	I	I	I	A	Office R
82.	Keep enrollment counts					A	Office R
83.	Keep the enrollment waiting list					A	Office R
84.	Recruit students	R		R	R	AR	R
85.	Correspond with prospective parents			R		AR	Office R
86.	Deliver enrollment info to the district	I	RI			A	Office R
87.	Complete annual report to district & ODE	AR	I			AR	
88.	Create annual budget	AR				AR	
89.	Conduct state standard testing	I	I	R		AR	Office R
90.	Bus routes	I	AR	I	I	I	Bus Co. AR
91.	Create Parent newsletter			R		A	Office R
92.	Notify paper of open meetings	AR					

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93.	Keep student/parent info		I	R		AR	Office R
94.	Hears grievances against teachers	I		I		AR	
95.	Hears grievances against administrator	AR				I	
96.	Insure immunization paperwork	I	I	I	IR	A	Office R
97.	Insure children are not photographed if designated	R		R	R	AR	R
98.	Staff assignments	I	I	C		AR	
99.	Assemblies			C	I	AR	I
100	Room assignments	I		C	I	AR	I