

D108 Administrative Responsibility Summary Chart

Category	Responsibility/Activity	Dirksen	Jefferson	Smith	Starke	Sunset	Willow	PFEC	Washington		Wilson		Broadmoor		Edison	
									P	A	P	A	P	A	P	A
Student Services	Administer Kindergarten Round-Up							X								
	Attend PEAK Meetings	X	X	X	X	X	X		X	X	X	X				
	Breakfast Supervision	X	X	X	X	X	X	X								
	BUG (Kiwanis Bring Up Grades Program)								X	X	X	X				
	Bus Discipline	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Bus Duty (before and after school)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Bus Scheduling	X	X	X	X	X	X	X		X		X				
	Classroom Assignments for Students	X	X	X	X	X	X	X	X	X	X	X				
	Communicate "At-Risk" Students to Parents at Each Grading Term													X	X	X
	Consult With Service Team Regarding Student Achievement Concerns & Behavior Management Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Coordinate Summer School Activities	X	X	X	X	X	X		X	X	X	X	X	X	X	X
	Develop Master Schedule	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Develop Student Schedules													X	X	X
	Discipline (Investigation, hearings, parent contacts, consequences, reports, and letters)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate Least Restrictive Environment for Instructional Students				X		X	X	X	X	X	X	X	X	X	X
	Facilitate New Student Orientation During the Year	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Home Visits of Truancy and Attendance Problems	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	In School and Out of School Suspensions	X	X	X	X	X	X		X	X	X	X	X	X	X	X
	ISAT/SAI Testing Schedule (Material Distribution & Locker Distribution / Information)	X	X	X	X	X	X		X	X	X	X		X	X	
	Lunchroom Supervision	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain Student Records	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Meet with At Risk Students and Their Teachers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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									P	A	P	A	P	A	P	A
	Meet with Health Clerk on Student Health Related Issues	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Meet with OT/PT Personnel Regarding Individual Student Needs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Mentor At-Risk Students								X							
	Midterm Progress Report Cards	X	X	X	X	X	X			X	X	X		X	X	
	Monitor Student Attendance & Respond to Student/Family Needs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Monthly Supervision Report	X	X	X	X	X	X		X	X		X		X		X
	Newsletter Editor	X	X	X	X	X	X	X		X		X		X		X
	Organize and Conduct Promotion Ceremonies												X	X	X	X
	PEAK (latchkey) Responsibilities	X	X	X	X	X	X		X	X	X	X				
	Recess Supervision	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Registration	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Special Education Referrals / Staffings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Staff Lunch Study Hall for Tardy to School Students												X	X	X	
	Student Awards / Compilation and Selection (Young Authors, Student Recognition Awards, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervision of All Extended Activities (on and off campus)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervision of School BD Program& CPI Program			X	X				X	X	X	X	X	X	X	X
	Transition Activities (PFEC to K, K Roundup, 3rd to 4th, 6th to 7th, 8th to PCHS etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Washington Improvement Society (Student Council Type Activities)								X	X						
	Wilson SCORE (Student Council Type Activities)										X	X				

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		<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	
Building Manager	Assist with PTA Santa Shop Set Up & Scheduling		X	X	X	X	X									
	Building Security (lockdown doors daily, train staff & monitor keyless entry cards)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Complete Central Detention Duty Schedule															X
	Complete Employee Duty Schedules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Complete Purchase Orders / Receipts	X	X	X	X	X	X	X	X		X	X	X		X	
	Complete State and Federal Forms (IWAS, ISBE, etc.)	X	X	X	X	X	X	X	X		X		X		X	
	Coordinate Building Rentals / Use	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Coordinate Meet Your Teacher Activities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Coordinate Open House (Organize, communication, etc.)	X	X	X	X	X	X	X	X	X	X					
	Coordinate School Pictures	X	X	X	X	X	X	X		X		X		X	X	
	Custodial (ARAMARK) Communication / Follow-up / Repairs / Maintenance Schedules / Score Card	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Determine Furniture & Equipment Needs and Order as Funds Permit	X	X	X	X	X	X	X	X	X	X	X	X		X	
	Develop Alternate Schedules	X	X	X	X	X	X	X	X	X	X	X		X	X	X
	Develop Building Budgets	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Develop Process and Monitor Student Daily Dismissal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Develop School Phone Tree	X	X	X	X	X	X	X				X		X	X	
	Facilitate Grounds Upkeep (Garden of Eden)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Free/Reduced Lunch Verification	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Help Organize & Supervise Christmas Programs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	In-service Staff on Purchasing Procedures	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Internal and External Public Relations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Maintain Marquee (Outside Events Sign)	X												X	X	
	Meet with Crossing Guard Regarding Safety Issues		X	X	X	X	X		X	X	X	X				
	Meetings with Parents (Activity Code)												X	X	X	X

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	Meetings with Partners (ARA, Transportation, Health Dept, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Miscellaneous Simple Repairs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Monitor Flex Schedules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Organize and Order Supplies / Manuals / Textbooks	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Organize Assemblies	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Organize Concessions (ordering, sales, and personnel)												X	X		
	Organize Halloween Activities & Parade	X	X	X	X	X	X	X								
	Organize Surplus Property	X	X	X	X	X	X	X	X	X	X	X	X		X	
	Plan & Conduct Bus Safety Drills	X	X	X	X	X	X	X	X	X	X	X	X	X		X
	Plan & Conduct Fire Drills; Monitor Fire Safety; Classroom Signs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plan & Conduct Tornado Drills, Monitor Tornado Safety, Classroom Signs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Provide Assistance with Schedule & Set Up for Vision/Hearing Screening	X	X	X	X	X	X	X	X	X	X	X		X		X
	Recorder of Minutes for Committee/Building Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Report Building Needs/Repairs to ARAMARK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Report Building Needs/Repairs to Maintenance Dept.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Set-up for Activities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Substitute Crossing Guard	X	X	X	X	X	X		X	X	X	X	X	X	X	X
	Supervise Office Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Verify Residency and Determine School Attendance Center	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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Instructional Leader	Administrative Interview Team	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Analyze ISAT/SAI Results and Share Results with Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Assure equitable, reliable grading and evaluation of	X	X	X	X	X	X	X	X		X		X		X	
	Co-Facilitate School Instructional Leadership Team (SILT)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Collect & Review Classroom Management Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Collect & Review Teacher Daily Instructional Schedules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Conduct Informal/Formal/Invited Classroom Observations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Coordinate Family Literacy Center (LC) Activities							X								
	Develop & Monitor SAI Alternative Assessment Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Develop Data Gathering Tools to Monitor Student Achievement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Direct Supervision of Classified Subs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Employment Processes for Certified and Non-Certified Employees (Interviewing, employment recommendations, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Evaluation of Certified and Non-Certified Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate Monthly Content/Grade Level Meetings in	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate PDSA Process	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate SAI Cycle District Grade Level Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate SIP Planning Committee	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Maintain constant awareness of the quality of instruction and discipline in every classroom.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	New Teacher/Building Mentor Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Organize and Facilitate Staff Meetings and Training	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Organize and Supervise Field Trips	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Oversee Title Program	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
Participation on School Committees (SILT, ARC, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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									<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>
									Planning and Evaluation of School Retreat and SIP Days	X	X	X	X	X	X	X
Review Lesson Plans & Provide Feedback to Teachers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Supervise and Help Coordinate Preschool Parent Education Activities							X									
Yearly Updates of Student and Faculty Handbook	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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									P	A	P	A	P	A	P	A
District/Community Responsibilities	Administer Reading Recovery Program					X										
	Administrative Professional Development Planning								X		X		X			
	Arrange for Substitutes (sick, professional, and personal leave)	X	X	X	X	X	X	X		X		X		X		X
	Attend District Grade Level Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Attendance at Board Meetings	X			X		X	X	X		X				X	
	Attendance at Monthly Principal Meetings	X	X	X	X	X	X	X	X		X		X		X	
	Attendance at PTA Meetings (Monthly)			X	X		X	X	X						X	
	Co- Plan/Facilitate District ARC Team Meetings					X										
	Community Organizations (Rotary, United Way, Chamber of Commerce, House of Hope, Kiwanis, etc.)	X			X					X		X			X	
	Coordinate Preschool Screening Activities							X								
	Coordinate Teacher Induction Program for Success (TIPS) District Process	X														
	Co-Plan and Facilitate Danielson Induction Program					X										
	Co-Plan/Facilitate District Literacy Leader Training/Prof. Dev.					X										
	Co-Plan/Facilitate Meetings with/between District and Private Preschools					X										
	Facilitate Collaboration and Daily Operations of Facility with Head Start Leasing Partners	X						X								
	Facilitate District Parent/Community Advisory Board					X										
	Facilitate Systems Check & Critical Friends Cycle Process				X				X	X					X	X
	Facilitate/Coordinate PTA Meetings		X	X	X	X	X	X	X						X	
	Maintain/Update School Web Site		X													
	Monitor Implementation of Negotiated Agreement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Organize & Facilitate District Mentoring	X				X					X						

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									<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>
	Oversee Homeless and Parent Involvement Programs					X										
	Oversee NCLB School Wide Programming					X										
	Participate on District Committees (DILT, Admin. Council, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Participate on District Studies	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Provide Information for School and District Web Site	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Review & Oversee Distribution of District-Wide Materials (community organization fliers, governmental information sheets, etc.)				X											
	Service Learning with Illinois Extension Office														X	X
	Solicit Members for District Committees	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Summer School (Overall management of entire program)									X		X		X		X
	Write Multiple Grants to Sustain or Improve Grant Funded Programs							X								

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									<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>
Other Unplanned Responsibilities / Activities	Counsel Students, Parents, Parents, & Employees	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Establish and Maintain Relationships with Outside								X	X						
	Identify Homeless Families & Provide Assistance (Keep homeless data, meet with Parent/Homeless Coordinators)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Meet with Community Agencies (DCFS Investigators, Police, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Parents Coming Into the Office Unannounced for	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervise Children Returned to School by Bus (No one home when dropped off or discipline issues)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervise Children Who Are Not Picked Up On Time (After school, games, and events)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervise Children Who Arrive Early To School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Supervise Students in Isolated Time-out (contact parents, complete paperwork, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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									<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>	<i>P</i>	<i>A</i>
Miscellaneous	Document All Important Issues	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Facilitate Scheduling of Parent Conferences (2x's per year)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Fundraiser (Organize, supervise collection of funds, needs assessments, purchases, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Morning and Afternoon Announcements	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Needs Assessments (Survey employees, parents, students, etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X