

**Champaign Unit #4 School District
Administrative Responsibility Matrix
Revised 11/09/09**

	Dorland Norris	Suzanne Gibbons	Maria Montgomery	Hattie Paulk	Michael McFarland	Beth Shepperd	Doretha Simmons	Gene Logas	Sarah Evans	Barbara Ramsay	Judy Wiegand	Roger Grinnip	Sandra Duckworth
504	S	P			S				S		S		
AA/EEO Report						P	S						
Academic Competition		P									S		
Accts. Payable & Receivable								P		S			
ADA Compliance						S		S		P			
Admin. Regulations	S	S	S		S	S	S	S	S	S	P	S	
Advertising / Materials Distribution						S	P					S	
America Reads	S	P									S		
Alternative Education	S		S		P	S		S	S		S		S
Athletics					P								S
Attendance (GSA)								P		S		S	
Attendance Reports					P								
Attendance Zones					P							S	
AVID	S										P		
Before & After School Program		S	S					S		S			P
Benchmark Assess.	S	S	S		S				S		P		
Bids								P		S			
Board Commendations						P	S						
Board Policy	S	S	S		S	S	S	S	S	S	P	S	S
Board Retirement Dinner						P	S						
Budget	S	S	S	S	S	S	S	P	S	S	S	S	S
Cabinet: Board Agenda Review	P	S	S	S	S	S		S	S	S	S	S	S

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Calendar Dev. (Adm.)	S	S	S	S	S	S	S	S	S	S	S	S	P
Calendar Dev. (School Yr)	S	P	S					S	S	S	S		
CATE (Career & Tech. Education)	S										P		
CESP/AOC	S	S	S		S	P		S	S	S	S		
CFT/AOC	S	S	S		S	P		S	S	S	S		
Character Education	S	P			S	S	S				S		
Choice	S			S					S				P
READY Transitioning									S		S		P
Communications						P	S						
Convocation						P	S						
Contract Negotiations	S				S	P		S		S	S		
Criminal Background Checks				S		S	P			S			
Crisis Safety Coord. District	S	S	S		P	S		S	S	S	S	S	S
CU Foundation						P							
Tepper Grants		P				S					S		
Curriculum Alignment & Development	P	S	S						S		S		S
Data Processing/Data Recording												P	
Discipline - Students					P				S				S
District Webpage						S						P	
Driver's Education											P		
Dropout Prevention					P								S

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Due Process (Employee)						P	S						
Dyslexia	S	S							P				
Early Childhood Prog.	S	S	S						S				P
Education Equity Excellence Committee	P	S	S	S	S	S	S	S	S	S	S	S	S
Elections-Public								P		S			
Employee Insurance						P	S	S		S			
Energy Management								P		S			
Enrichment K-5	S	P											
Equity Agreements	P	S	S	S	S	S	S	S	S	S	S	S	S
ESL/Bilingual Ed.	S	S	P			S			S		S		
Evaluation Process	S				S	P	S						
Expulsions & Manifestations					S		S		S				P
Extended Learning	S	P			S						S		
Facilities								S		P			
Financial Audit								P		P			
Fine Arts Programs	S	P									S		
FOIA						P	S						
Food Service/Free & Reduced Lunch								P		S		S	S
Foreign Language	S		P								S		
Formal Complaint						P	S						
Fund Raising & Donations								P		S			
G/T Curriculum, Identification	S	P									S		
Grants, NCLB (State/Federal, CU)	S	P	S		S			S	S	S	S	S	S
Graphic Services								P		S		S	
Grants (Competitive)						P							

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Great Schools Together (GST) Plan	S	S	S	S	P	S	S	S	S	S	S	S	S
Grievances, Employee						P	S						
Grow Your Own						S	P						
Guidance Counseling	S	S									P		
Health/Sex Ed	S	P									S		
Homeless Liaison		S											P
IDEA Grant	S							S	P	S			
Information Services												P	
Intra-School Mail								S		P			
Key Communicators						P	S						
Legislative/State Supt. Updates	S	S	S		S	S		S	S	S	S	S	P
Honors	S				S						P		
Libraries/ Media Cntrs.		P									S	S	
Litigation (Non-Settlement Agreement)						P		S		S			
Mellon Bldg. Oversight								S		P			
Middle School Oversight	S	S	S			S			S		P		
Mentor Program						P							
National Board Certif.						P	S						
Novice Teacher Prog.	S	S				S	P				S		
New Prin Mentor	P				P	P							P
Nursing Services				S	P				S				
Office of Civil Rights (OCR)	P	S	S	S	S	S	S	S	S	S	S	S	S

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Parent Involvement Coordinator/Liaison		S	P		P								
Parents/Students Complaints (Discipline)	S				P				S				
Parents/Students Complaints (Acad.)	P	S	S		S				S		S		S
Partnerships: School, Business, Community				S		P	S						
Partnerships --- Uof I, Parkland	P												
Payroll								P		S			
Pentamation						S		S		S		P	
Personnel (recruitment, retention, dismissals, assignments, promotions, etc.)						P	S						
Personnel Applicant Tracking						S	P					S	
Personnel Certification						P	S						
Personnel Position Control						P	S						
Physical Education (K-12)											P		
Physicals & Immunizations				S	P								
Principals	P	S	S		P	S		S	S	S	S	S	P
Program Evaluation (STEP)	S	S	P		S	S	S	S	S	S	S	S	
Purchase Orders/Reqs								P		S			
Qtrly Reports	P	S	S	S	S	S	S	S	S	S	S	P	S
Reading Recovery	S	S							P				

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Records, Staff						P	S						
Records, Students				S									P
Research Proposals/Surveys	P	S									S	S	
Residency-Elementary (K-8)				S									P
Residency-Secondary (9-12)				S	P								
Retirement Reception						P	S						
Risk Management								S		P			
Scholarships – Students	S					S					P		
School Closing – Weather	S	S	S	S	P	S	S	S	S	S	S	S	S
School Improvement Plans	S	P	S		S	S		S	S	S	S	S	S
SD- Administrative Assistants / Secretaries						S	P				S	S	S
SD- Inst. Aides									P		S		
SD – Non-Inst. Aides - Hall Monitors, SSR, attendance outreach, library clerks, mentor coordinators, lab aides, vision/hearing screeners, Choice Specialists, records clerk, parent liaisons	S	S	S		S	S	S		S		P	S	S
SD-All Administrators	P	S	S	S	S	S	S	S	S	S	S	S	S
SD – Computer Technicians											S	P	

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SD-Principals	P	S	S		S	S			S		S	S	S
SD – Counselors		S									P		
SD-Student Services Coordinator/Asst. Principals/Deans	S	S	S		P				S		S	S	S
SD-Substitutes						S	P						
SD-Teachers	S	S	S		S				S		P	S	S
SD-Transp./Custodians								S		P	S		
Service Center								S		P			
Sexual Harassment - employee						P	S						
Sexual Harassment- student					S	P	S						
Special Education	S	S	S		S				P		S	S	S
Special Events						P	S						
Staff Development	S	S	S	S	S	S	S	S	S	S	P	S	S
Staff Development Committee	S	S	S		S				S		P		
Staffing Guidelines	S	S	S		S	P	S		S		S	S	S
Starting/Ending School Instructions Procedures								P		S			
Strategic Plan	S	S	S	S	P	S	S	S	S	S	S	S	S
Student Handbook Creation		S			P						S	S	S
Student Teachers		S				S	P		S		S		
Summer School K-5	S	P	S		S			S	S	S			S
Summer School 6-12	S	S	S		S			S	S	S	P		
Summer School – Sp Ed	S	S	S		S			S	P	S	S		

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Supplemental GSA Claim								P		S		S	
Superintendent's Communication Council	S				S	P	S						
Technology	S											P	
Telephones								S		S		P	
Testing	S	S	S						S		P		
Textbook Adoption K-5	S	P									S	S	
Textbook Adoption 6-12	S	S									P	S	
Textbook Inventory								S		S		S	P
Those Who Excel Awards		S				P	S						
Title Programs (I,II,IV,V)	S	P	S		S			S		S	S	S	
Title Programs (III)	S		P					S		S			
Transfer Requests Elem/MS													
Transfer Requests HS			S		P						S		
Transportation								S		P			
Truancy					S						S		S
Tuition Waivers (employees)						P	S						
Unemployment Compensation						P	S	S		S			
Violence/Drug Prevention Ed.		S			P						S		S
Vision/Hearing Screening					P				S				
Volunteers (Mentor)						P	S						
Workers Comp.						S		S		P			

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Campus Supervisors													
Barkstall	X												
Bottenfield													X
Stratton	X												
Westview	X												
BTW	X												
Garden Hills	X												
Dr. Howard	X												
Early Childhood													X
Carrie Busey													X
Kenwood	X												
Robeson	X												
Southside													X
Edison	X												
Jefferson	X												
Franklin	X												
Centennial					X								
Central					X								
Academic Acad.					X								
READY													X