

2017-2018 Champaign Unit 4 Schools Administrative Responsibility Matrix

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Smith	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	TBD	John Gutzmer	Sarah McCusker	Emily Schmit	Marc Changnon
504		S				S			P		S							
AA/EEO Report					P	S	S											
Academic Competition		S									P							
Accounts Payable & Receivable							P											
ADA Compliance					P	S	S	S										
Advertising/Materials Distribution						S		S									P	
Alternative Education Task Force		S		S							P							
Alternative Placement		S		S					S		P							
Alternative to Suspension (ACTIONS)		S									P							
America Reads/Counts			S									S		P				
Applitrack (Application Portal)					P	S									S		S	
Athletics		S		S							P							
Attendance (GSA)							P									S		
Attendance Reports							S				P			S		S		
Attendance Zones		S									P							
AVID		S		P														
Benchmark Assessments		S	S	S					S	S		P	P			P		
Bids							P	S										
Board Agenda Review	P	S					S											
Board Credit & PDHs		P											S					
Board Policy/Regulations		S				P	S											
Budget	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S
Calendar Development (School Year)						P				S								
CESP Areas of Consultation	S				P	S												
CFT Areas of Consultation	P				S	S												
Choice			P									S		S		S	S	
Combined Charities Campaign														S			P	
Communications	S	S			S		S			S								P
Community Schools	S		S									S		P				
Construction Projects		S					S	P							S			
Contract Negotiations					S	S	P											
Convocation	S	S	S	S	S													P
Criminal Background Checks					P	S	S											
Crisis Safety Coordination							S	S			P							S
CTE (Career & Tech Education)		S											S					P
CU Schools Foundation	P													S			S	S
Curriculum Advisory		S	P	S					S	S		S	S					

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Data Processing/Data Recording					S		S									P		
Digital Learning		S										S	S			P		
Discipline (Employee)					P	S	S											
Discipline (Student)		S	S	S					S		P							
District Website														S			P	
Driver's Education		S									P							
Early Childhood Program									P	S								
Education Equity Excellence (EEE) Committee	S	S	S	P					S	S	S	S	S	S				
Employee Evaluation Process	S				P	S			S									
Employee Exit Procedures					P	S									S	S	S	
Employee Insurance					P	S	S											
Energy Management		S					S	P							S			
Enrichment K-5			S										P					
eSchool/eFinance		S			S		S								S	P		
ESL/Bilingual Education				S						P				S				
Expulsions & Manifestations		P		S					S		P							
Facilities		S					S	P									S	
Field Trips			S									P	S	S				
Financial Audit	S						P											
Fine Arts Programs		S	S	S								P	P					
Food Service/Free & Reduced Lunch		S					S	P						S				
Formal Complaint					P	S	S											
Freedom of Information Act (FOIA) Requests					S	S	P										S	
Fundraising & Donations							P							S			S	
Gifted Placement			S							S		P						
Grants (Competitive)		S	S	S			S							P				
Grants (ESL/Bilingual)				S			S			P								
Grants (Federal, State, Local)		S	P	S			S							S				
Grants (Special Education)							S		P									
Graphic Services					S			S									P	
Great Schools Together (GST) Plan	P	S	S	S	S		S	S	S	S				S			S	S
Grievances (Employee)					P	S	S											
Grow Your Own					S	S					P							S
Guidance Counseling		P		P														S
Health/Sex Ed		S		S								S	P					
Homeless Liaison		S												P				
Honors, AP/Gifted Task Force	S	P	S	S					S	S	S	S	S					

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Inter-School Mail		S						P										
Kids Plus									S			S		P				
Lead 4 Life				P									S					
Legislative/State Superintendent Updates	P						S											
Libraries/Media Centers			S									P	P					
Litigation (Non-Settlement Agreement)					S	S	P											
Mandated Trainings		S			S	P	S		S		S					S		
Media Inquiries/Requests	S	S			S		S										P	
Medicaid							S		P									
Mellon Building Oversight							P	S										
Mentor Program/Volunteers					S		S							P			S	
Minority Teacher Retention/Recruitment				S	P	S				S				S			S	
National Board Certification		S										S	P					
Network (Technology)		S													P	S		
New Principal Mentors	P	S	S	S	S	S			S	S	S							
Newcomer Essentials				S						P								
Novak Academy		P											S	S				S
Novice Teacher Mentor Program		P	S	S	S	S					S	S	S					
Nursing Services		S					S		S		S			P				
Office of Civil Rights (OCR) Reporting							S		S		S					P		
Operation Hope											P							S
Operation Hope, Jr.				P														S
Parent Involvement Coordinator (Title I)			S	S								S		P				
Parent/Student Complaints (Academic)		P	P	P										S				
Parent/Student Complaints (Discipline)		S					S				P			S				
Partnerships: School, Business, Community											S			S			S	P
Partnerships: U of I, Parkland	S													S				P
Payroll					S		P											
PD: Admin Assistants/Secretaries					S	P												S
PD: Associate/Assistant Principals	S	P	P	P	S	S			P	P	P	P	P			S		
PD: Computer Technicians		S													P	S		
PD: Elementary Schools			P									S						
PD: ESL/Bilingual Education			S	S						P								
PD: Guidance Counselors		P		P									S					S
PD: High Schools		P							S				S					
PD: Instructional Aides									P	S	S							
PD: Kids Plus			S			S			S					P				

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PD: Middle Schools				P									S					
PD: Non-Instructional Aides		S		S					S		P							
PD: Principals	S	P	P	P	S	S			P	P	P	P	P			S		
PD: Special Education		S							P									
PD: Substitutes		S			S	P			S	S	S	S						
PD: Transportation, Custodians, Food Service					S	S		P			S						S	
Personnel Licensure					P	S	S											
Personnel Matters					P	S	S											
Personnel Position Control					P	S	S							S				
Physical Education (K-12)												P	P					
Physicals & Immunizations		S	S	S			S		S	S	S			P			S	
Plan On A Page (POAP)		P	P	P														
Program Evaluation		S	S						S	S				S		P		
Purchase Orders/Requisitions							P											
R.E.A.D.Y. Transitioning		S									P							
Reading Recovery			P									S						
Records (Staff)					P	S	S								S			
Records (Students)							S							P		S		
Report Cards		S	S	S								S				P		
Research Proposals/Surveys		P	S	S														
Residency (9-12)		S									P							
Residency (K-8)			P	S						S		S						
Retirement Reception						S											P	
Risk Management						S	P	S										
Rtl		P	P	P					P	S	S	S	S					
Scholarships (Students)		P											S				S	S
School Closing (Weather)	P							P			P					S	S	
Science Center			S	S				S				P	P	S				
Service Center						S		P										
Sexual Harassment (Employee)					P	S	S											
Sexual Harassment (Student)							S				P							
Social Justice Planning		P								S	S	S	S	S				
Social Media																S	P	
Special Education		S							P									
Special Events	S																P	
Staff Spotlight					S	S											P	
Staffing Guidelines		S	S	S	P	S		S	S	S								

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Start/End Of Year Instructions & Procedures							P	S										
Student Handbook Creation		S					S				P							
Student Observers/Teachers		S	S	S	S	P			S	S								
Substitutes					S	P												
Summer School (K-12)		P	P	P				S		S		S	S					
Summer School (Special Education)								S	P			S	S					
Summer Youth Employment Program (SYEP)											P							S
Supervisory Procedures					P	S	S											
Supplemental GSA Claim	S						P											
Teaching & Learning Coordinators		S	S	S					S	S		P	P					
Telephones		S						P							S			
Tepper Grants												P	S	S				
Textbook Inventory		P	P	P			S											
Those Who Excel Awards	S																P	
Transfer Requests (Elementary/Middle Schools)			P	P					S	S								
Transfer Requests (High Schools)		S									P							
Transportation		S			S	S		P	S						S	S		
Truancy/TISA Program		S	S	S										P				
Tuition Waivers (Employee)					S	P	S											
Unemployment Compensation					P	S	S											
Vision/Hearing Screening											S			P				
Warm-A-Kid			S											P				
Workers Compensation					S	P	S											
World Language		S		S								S	P					
Young Achievers			S									P		S				

Campus	Supervisor
Early Childhood Center	Elizabeth deGruy
Barkstall	Jaime Roundtree
Bottenfield	Orlando Thomas
Carrie Busey	Jennifer Ivory-Tatum
Dr. Howard	Jennifer Ivory-Tatum
Garden Hills	Jaime Roundtree
Kenwood	Jaime Roundtree
Robeson	Orlando Thomas
South Side	Jennifer Ivory-Tatum
Stratton	Elizabeth deGruy
Washington	Jennifer Ivory-Tatum
Westview	Orlando Thomas
Edison	Angela Smith
Franklin	Angela Smith
Jefferson	Angela Smith
Centennial	Laura Taylor
Central	Laura Taylor
Novak Academy	Laura Taylor
ACTIONS	Orlando Thomas
Newcomer Essentials	Viodelda Judkins
READY	Laura Taylor/Orlando Thomas