



Person and Position	Responsibilities
Superintendent	Policy and Procedures Communication Appeals Title I & II, IDEA B Grants Personnel Budget Head T-PSS Appraisal Safety
Curriculum Director	State Testing/STAAR/TELPAS Curriculum/Instruction/PBL Resources/Materials UIL/Enrichment School Events Professional Development T-TESS Dual Credit/TSI Grants T-STEM Designation
Business Accounts Manager	Annual Audit Monthly UTPB Account Reconciliation School Board Financial Report Grant Support Policy Support (Updates/Reviews) TxEIS Financial Input/Reports Requisitions Verify Travel/HR Expenses Contracts (ie: Physical Plant Projects and Custodial Projects – not day to day functions) Employee TEA Fingerprints Verifier Volunteer Background Check - Backup Collect Payments - Backup (Device/ID Replacements) Deposits - Backup (Breakfast, ID replacement, device replacement, etc.) Fundraising*
PEIMS Coordinator	Student Record Keeper TxEIS Student Data Input PEIMS Reporting/Submitting
Information Technology Coordinator	Student and Staff Technology issues. (Tech work orders go through Kathy)

	Notification to parents of broken devices.
	Technology Policy (review/update)
	Inventory
Secondary Principal	Student Management
	T-TESS Appraisals/Evaluations
	Safety Support
	ARDs/504/RTI/LPACs
	Drop Off/Dismissal
	Parent Conferences- concerns and student behaviors
	Time Sheet Approver
	PLCs
	Secondary Lunch Room
	Dress code
	UIL Academic and A+
	Student Attendance
	Student Flipped Work
	School Events/ Event Requests
	Summer School 8/EOC
	Secondary Subs/TAs
	Leadership Team Co-chair
	CNA/CIP
Elementary Principal	Student Management
	T-TESS Appraisals/Evaluations
	Safety Support
	ARDs/504/RTI/LPACs
	After School Care BGC
	Parent Conferences- concerns and student behaviors
	Time Sheet Approver
	PLCs
	Elementary Lunch Room
	Dress code
	SLOs
	Student Attendance
	Student Flipped Work
	School Events/ Event Requests
	Summer School 5 th grade
	Elementary Subs/TAs
	After School Care BGC
	Leadership Team Co-chair
	CNA/CIP
School Counselor	Student Schedules
	Master Schedule
	State Testing
	Junior National Honor Society
	Grade Book
	Bullying

	Graduation Plans/Pathways
	Dual Credit/TSI
	Suicide Prevention
Special Populations Director	Special Ed/ARDs
	504/Dyslexia
	GT
	ESL/LPAC/TELPAS
	RTI
	Special Pops Policies
District Administrative Assistant	Newsletter/Social Media
	Travel Forms (authorization, reservation, reimbursement)
	Human Resources Communication
	Custodial Requests (non-contract/non-additional charge items)
	Event Request Router
	District Internal Calendar
	Draft School Board Agenda/Schedule School Board Meetings/Parent Elections
	District Personnel Timesheets
	SchoolMint Communication (District Office Communication/School Office Communication Backup)
	Collect Payments (Device/ID Replacements)
	Deposits (Breakfast, ID replacement, device replacement, etc.)
	Volunteer Background Checks
	Employee TEA Fingerprints Verifier
Secondary Administrative Assistant	Building Maintenance Request
	Student Attendance (tardies, absence reports)
	Secondary/Griffin/Holloway Time Sheets
	Discipline Reports - Secondary
	Work Orders for IRD and Physical Plant
Elementary Administrative Assistant	Class Rosters
	Parent Email lists
	Student Enrollment/ Student enrollment in online programs.
	Discipline Reports – elementary
	Tardies (with Kathy)
	Elementary/Elizondo/Flores Time Sheets
	SchoolMint Communication
	Collect Payments - Backup (Device/ID Replacements)