# Administrator’s Personal Responsibilities:

## The largest responsibility is to carry out the vision of the church, ministry, and school board, following guidelines that have been established.

## The communication link between the teachers, patrons, and school board.

## Organize or Delegate Activities

### Staff meeting-once/week on Tues: 3:05pm. A paper will be passed around for teachers to communicate several things: Include letters to parents, maintenance, upcoming tests, extra break given, any behavior topics such as cliques, attitudes, and disrespect they would like to discuss with the principle, and also news, information, or activities they would like to tell the administrator. (This will be the main communication link between the school and the administrator.)

### Take care of organization, decisions, responsibilities-represent the school

### Special Activities Permission (prepare ahead of time to discuss in Tues meetings and fill out sheet.) After giving extra break, teacher can fill out a paper just letting me know the amount given.

### Attend board meetings-give an Administrator’s Report

### Communicate with the board on what is happening in the school

### Plan Calendar each year

### Setup the Bell Schedule system each year

### Class/teaching Schedule

### Take care of introducing Electives 1st day of school or end of year.

### Organize/go over rules first day of school

### School Programs-organize twice a year

### Excused/Unexcused absence approvals

### PR Work in area (churches)

### Unite parents/teachers/board by communication and more involvement

### School Program Rehearsals

### Maintenance List for committee

### Updates (weekly)-tell secretary what to include

### Monthly to do list/calendar/activities

### Graduation (Help plan, but discuss with board, who covers expenses)

### Permission on spending money- (wouldn’t have to give permission if they are given a certain amount of money at the beginning of school)

### Look over report cards quarterly. (Grading consistency between teachers)

### Awards

### Decide Curriculum

### Bible Memory schedule

### Sub Sales-Organize & have whole school sell with specific fundraiser goals; 1st-school trips, 2nd-senior trip, (not sure on selling to businesses)

### Breakfast Buffet fundraiser

### Pulled Pork fundraiser

### Parent Orientation/PTF Report & Meetings

### Help with patron interviews

### Help with teacher interviews

### Achievement Tests

### Schedule PV Day

### One-Call Snow Days-organize

### School Picnic-set people in charge

### Class Moms/Hot lunch schedule

### Approving Work Study for 11th-12th grade

### Teacher Apprenticeship Program

### Senior Trip planning

### Enrollment

### Fire Drills-no requirements according to Fire Marshall. Do it 1st week, then approx. once per quarter-log each time you ring it.

# Administrator’s Delegated Responsibilities:

## Principal

### Help teachers with behavior/attitude issues. Administrator gets involved for second opinion or when things get serious or out of control.

### Communicates weekly to the administrator to keep him informed on all behavior and teacher help

### Aid administrator in major situations and in helping teachers to grow.

### Keep aware of cliques, attitudes, and disrespect within the school, by teacher communication.

### Talk to students that teachers would like some help with.

### Visit school classrooms occasionally

### Back-up leader on emergency issues/decisions: Example: What if chapel speaker doesn’t show up, or the fire drill rings and nobody knows why. What if someone comes to the door that wants to talk to a man?

### In charge of staff devotions-Thurs devotions & Monday prayer each week @ 7:45AM-8:00AM (Skip Tues/Wed/Fri)

### Moderate Wednesday Chapel. Welcome Speaker, have high school students set up the chairs before school to prepare. Get someone to lead singing.

### End of year School Trip (plan with other high school teachers)

### Keep class in order, but can help students have fun and build convictions. Any way he can encourage spiritual growth is more important than classes.

### Discipline students as needed; keep order working along with the other 7th-12th grade teachers. Help students learn to be good examples. Get principle involved when affecting multiple classes and teachers or if the situation doesn’t need to be dealt with immediately.

### Keep track of seniors on the work study program

## Secretary’s Responsibilities(besides minimal teaching & study hall supervision):

### Opening door @8:15AM

### Get Mail

### Book ordering w/ help from others

### Drink supply in refrigerator and drink ticket sales.

### New student applications

### Look over letters going home to parents for teachers, then give copy to administrator -Note a letter must always go home prior to taking a student off the school property.

### Fire Extinguishers-Call Martin Enterprise 717-445-6220 (Steve) week before school-LVCS & LVMC-annually in Aug-they service or replace missing or required units

### Type and initiate weekly updates. Also send updates to school board by email.

### Monitor chapel speaker list-contact a few days before to verify. (Monday)

### Send chapel schedule out to those who would not have gotten it with tuition.

### Monitor hot lunch schedule-Contact person in charge a week before to verify.

### Edit World & current events magazines. (No “God’s World News” lately)

### Order World and Human Events?

### Librarian (students take books to office to sign out)

### Art

### Filing student records including achievement tests, health/medical and transcripts

### Absence cards for 7th-12th grade

### Give out unexcused absence request forms

### Report Card averages for 7th-12th

### Visitor info- have one sheet with all the classroom schedules. (It would also help the other teachers)

### Fill out a spreadsheet and keep track of Teacher’s Refunded Amounts. (Teachers will be paid cash and are supposed to turn in all school supplies and art project spending)

### Yearbook-Advisor

### Hall decorations-Take care of hall bulletin board, decorating hallway, and around water fountains.

### School Directory (include Calendar, cleaning schedule, hot lunch schedule, chapel schedule, Class moms, Board listing, teacher listing, Patron list, and a student list.

### On the last school day of each month, and the 15th of each month, email the time/days worked for each teacher to board treasurer. (You will keep track of how many sick or personal days the teachers used as well.)

### Help Organize Health/Medical Day

### Help to organize fundraisers

### Emergency maintenance: Contact/email administrator or Maintenance committee.

### Keep an organized secretary’s manual & filing system

### Help with legal work

## Board Members’ Responsibilities:

### School Picnic-find people to help

### Handbook for patrons/students/teachers

### Interviews for New Patrons & Teachers

### Monthly Meetings

### Maintenance & Repairs

### Curriculum Review

### Finances & Bookkeeping.

### Teacher Appreciation Banquet

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