

# St. Helena Parish School District

## Principal Responsibility Check List 2018-2019

All administrators are faced with a myriad of tasks that need to be done throughout the school year. The following is the beginning of a partial list of activities for you to consider and check-off to ensure they have been completed. We all realize that we are constantly confronted with circumstances that require immediate decision making, so if we can meet the expected timelines, we will not be quite so behind in completing the surprises!

### 1. Master Schedule

\_\_\_\_\_ Your schedule should be organized for learning. Your classes should reflect student performance levels. Also, make sure your teachers receive their 30-minute lunch break.

### 2. Teacher Roster/Duty Schedule

\_\_\_\_\_ All teachers should be hired and assigned a grade level/subject. Contact Miranda Watson to schedule interviews to fill vacancies.

\_\_\_\_\_ A Duty Schedule for the year should be ready for your teachers.

### 3. Teacher In-Service

\_\_\_\_\_ Create a Welcome Back letter for teachers introducing new teachers and informing them of any new information.

\_\_\_\_\_ Follow-up on summer PD sessions and start-of-year PDs so teachers will know we will continue high-level PD during the school year.

\_\_\_\_\_ A complete agenda must be created for the two-day in-service for teachers. It should include a review of school expectations, PBIS initiative, the Mindful Teaching Framework review, District Accreditation, standardized testing changes including Louisiana Student Standards and COMPASS.

\_\_\_\_\_ The Evaluation Process must be reviewed. All teachers/staff must sign the forms verifying the review.

\_\_\_\_\_ Sign teachers up for various committees. (SBLC, PBIS, SIT, SACS Committee, clubs, etc.)

\_\_\_\_\_ Remind all ELA/Reading teachers to collect and grade the Summer Reading assignments.

### 4. Parent Communication

\_\_\_\_\_ Update your school's website.

\_\_\_\_\_ Have handouts ready for parents. (Welcome Letter, School Handbook, August Calendar, etc.)

\_\_\_\_\_ Review any Welcome Letters your teachers prepare for their parents. Ensure they are well written and grammatically correct.

\_\_\_\_\_ Notify parents of classrooms assignments.

\_\_\_\_\_ Get all your teachers to contact parents via phone to welcome them to a new school year.

### 5. Facility

\_\_\_\_\_ Do a walk-through with your custodians to ensure the buildings are neat and clean.

\_\_\_\_\_ Notify central office if any supplies are needed. (toilet paper, cleaning supplies, etc.)

\_\_\_\_\_ Give your custodial staff a treat to say thank you for a job well done.

\_\_\_\_\_ Meet with the food service staff to ensure the first day breakfast and lunches are ready.

\_\_\_\_\_ Bulletin boards and classrooms should be decorated and ready for the first day.

### 6. Student Data

\_\_\_\_\_ Review class rosters in JPAM to make sure all student data is accurate.

\_\_\_\_\_ Check for over-aged students. Follow the Pupil Progression Plan if there are students who you determine should be moved up a grade level.

\_\_\_\_\_ Check on status of testing for Pre-K and K students.

\_\_\_\_\_ Check student CUM folders to ensure all documents are accounted for.

\_\_\_\_\_ Make sure each student has a class schedule that provide them all courses needed to be successful.

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#### District Vision:

*To develop a productive educational system that increases student achievement, develops educator effectiveness, and builds public confidence.*

## 7. First Day Assembly

- \_\_\_\_\_ Plan a Welcome Presentation for all students. It should include expectations, changes in the curriculum, PBIS expectations, etc.
- \_\_\_\_\_ Explain and recite the Daily Affirmation.
- \_\_\_\_\_ All teachers should be present during the assembly.

## 8. Technology/Textbooks

- \_\_\_\_\_ Make sure you assign textbooks to all students. Notify Sonia Fields of any textbooks that need to be ordered.
- \_\_\_\_\_ Develop a process to issue textbooks.
- \_\_\_\_\_ Assign laptops to teachers and students.

## 9. Transportation

- \_\_\_\_\_ Make sure all teachers document student bus numbers.
- \_\_\_\_\_ Elementary students should have a tag with their bus number on it.
- \_\_\_\_\_ Teachers should escort their students to and from their bus.
- \_\_\_\_\_ Bus drivers cannot release students from their bus prior to 7:30am.
- \_\_\_\_\_ Determine car riders and bus riders.

## 10. Student Attendance (MANDATORY)

- \_\_\_\_\_ Each teacher must fill out the Enrollment Verification Form each week until October 1.
- \_\_\_\_\_ School secretaries must submit a total student Enrollment Verification each week (via email) to the Superintendent until October 1.
- \_\_\_\_\_ Attendance must be documented on paper and in JPAM.
- \_\_\_\_\_ Notification must be given when a student is absent three consecutive days.
- \_\_\_\_\_ It must be documented if it is discovered that a student has dropped from our school system.

## 11. New Teachers

- \_\_\_\_\_ Make sure your new teachers have a password for their email account.
- \_\_\_\_\_ Prepare a "Need to Know" packet for each teacher so they make a smooth transition into your school.
- \_\_\_\_\_ Make sure new teachers receive the New Teacher Induction Program schedule.

## 12. Other Tasks

- \_\_\_\_\_ Schedule fire drills. (Two drills during August and one per month during the school year)
- \_\_\_\_\_ Complete your School Improvement Plan.
- \_\_\_\_\_ Compile a substitute list for the school year.
- \_\_\_\_\_ Put opening message on the marquee.
- \_\_\_\_\_ Obtain emails, passwords, etc. for new employees.
- \_\_\_\_\_ Drop former employees from infrastructure systems.
- \_\_\_\_\_ Each teacher must submit a Substitute Folder to the front office

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