

Role Clarification: Who does What?

[Note: This exercise was developed in collaboration with the City Schools of Decatur.]

Place an "X" in the column denoting who is primarily responsible for each activity. Complete this independently; then pass to the recorder to tally.

	School Board	System Advisory	School Councils	School Principal	Superintendent
01. Submit a grant proposal to a funding source					
02. Change meeting times or frequencies of the Local School Council					
03. Decide if the principal will represent your school at a business or social function					
04. Commission architectural plans for a new building project					
05. Plan a Local School Council retreat to review the school's progress					
06. Hire an employee for an unbudgeted position					
07. Approach citizens about serving on a school committee					
08. Change the dress code/policy					
09. Decide to change a curricular approach to a subject					
10. Communicate information between Local School Councils					
11. Decide which items or services to cut to meet budget constraints					
12. Give recognition awards to community members for their contributions					
13. Develop the agenda for a Local School Council meeting					
14. Recommend special tutoring to raise student achievement in the school					
15. Select new colors for the school hallways					
16. Request police presence due to substantiated rumor about drugs on campus					
17. Allow fund-raising on a school campus for a non-profit group					
18. Listen to a teacher complaint about the principal					
19. Listen to a parent complaint about the revised school calendar					
20. Create a subcommittee on parent goals for the school					
21. Suggest revisions to the bylaws of the Local School Council					
22. Review school finances on a monthly basis					
23. Evaluate the principal					
24. Recommend the termination of a staff member					
25. Create rules for public group use of playgrounds during non-school hours					