

Job Responsibilities

	Grill	M. Lopez	Neuman	Alvarado	Brady	Joslin	Beza	S. Keller	E. Flores	H. Karre	Goebel	Sandoval	HS Counselor	Sams	C. Reyes	A. Lopez	Gilleland	Deleon
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504					Xb						Xa	Xa						
Academic Accountability Systems			Xa	Xa	Xb													
Accelerated Instruction requirements			Xa	Xa	Xb	Xc												
Accounts receivable/payable		Xc				Xb	Xa											
Adult & Community education					Xa						Xb							
Appraisal calendar	X																	
Annual Measurable Achievement Plan			Xb	Xb	Xa													
Assessment data disaggregation	Xd		Xa	Xa	Xb	Xc												
Assessments- State & Federal			Xb	Xb	Xa	Xc												
At risk programs			Xb	Xb	Xa													
AWARE, Eduphoria	Xd		Xa	Xa	Xb	Xc		Xb										
Audit- financial	Xb	Xa																
Benchmark testing	Xc		Xa	Xa	Xb													
Bilingual-ESL program reports/coordination			Xc	Xc	Xb						Xa	Xa						
Board agendas/minutes/records	Xa	Xb																
Board CEU's	Xb	Xa																
Board elections		Xa				Xb				Xc								
Board policies	Xa	Xb	Xc	Xc	Xc													
Bond elections	Xa	Xc	Xa															
Budget development/oversight/audit	Xc		Xa	Xb	Xb				Xc									
Business Information System			Xa				Xb	Xb										
Business Office Coordinator		X																
College, Career, Military Readiness			Xb		Xc	Xd					Xa							
Campus Improvement	Xc		Xa	Xa	Xb													
Campus Improvement Team			Xa	Xa	Xb	Xc												
Campus Improvement Plans			Xa	Xa	Xb	XC												
Campus Based Issues	Xb		Xa	Xa		Xc												
Campus Testing Coordination			Xa	Xa		Xb					Xb	Xb						
Campus scheduling			X	X														
Carl Perkins-vocational		Xa	Xb								Xc							
Campus/District Behavior Coordinator			Xb	Xb		Xa			Xd									
College Articulation			Xb								Xa							
College-Career-Military Readiness			Xb	Xc							Xa							
College Prep			Xb		Xc						Xa							
Community & Student Engagement	Xb		Xa	Xa	Xa	Xc			Xb									
Community education program			Xb		Xa	Xc												
Compensatory Education		Xa	Xb	Xb														
Competitive bids		X																
Construction/Architects/Gen.Contractors		X																
Counselors			X	X														
CPR instruction & E. C. staff			Xc	Xc		Xc			Xb					Xa				
Credit by Exam			Xa	Xa	Xc						Xb							

Job Postings	Xa	Xb								Xc								
Kindergarten & PK requirements				Xa	Xb	Xc												
Lesson Plans			Xa	Xa	Xb	Xa												
Library & Multimedia			Xb	Xb														Xa
LPAC			Xb	Xb								Xa	Xa					
Maintenance issues			Xb														Xa	
Media contact	X																	
Natural Gas (LP) pipe testing			Xa														Xb	
NCLB-articulation			X															
NCLB-personnel			X															
NCLB- Reportcards	Xb		Xa	Xa	Xa													
New course & program reviews	Xb		Xa	Xa	Xc													
Newspaper (legal) postings		X																
Notary		Xa						Xb										
Nurse- School Health			Xb														X	
Parent complaints	Xb		Xa	Xa		Xc												
Payroll			Xb					Xa										
PBM (PBMAS)			Xb	Xb	Xa	Xc												
PEG			Xb	Xb	Xa													
PEIMS	Xd		Xb	Xc	Xc							Xa						
Personnel files	Xb	Xa																
Personnel grievances	Xb		Xa	Xa		Xc					Xa							
Open records (PIA)	X																	
Public information officer	X																	
Public relations	X																	
Purchasing-Accounts payable			Xc				Xb	Xa										
Purchase orders			X				Xc	Xb										
Purchasing contracts			X															
Reading Plus & Capit Program & Training			Xb	Xb	Xa	Xc												
Records management officer	Xa	Xb																
Recruitment	Xb		Xa	Xa							Xa							
Rtl & Intervention Programs			Xb	Xb	Xa													
Safe & Drug Free- Title IV			Xa	Xb														
School Operations			X															
School nutrition			Xb															Xa
School safety	Xc		Xb	Xa	Xa	Xd	Xa											
School supply lists			X	X														
SHAC			Xb														Xa	
SSI requirements	Xc		Xa	Xa	Xb													
STAAR outcomes	Xc		Xa	Xa	Xb	Xd												
Staff development	Xb		Xa	Xa	Xa						Xa							
Staff orientation & training	Xc		Xa	Xa	Xa	Xb												
Staffing/planning	Xa		Xc	Xa	Xa	Xb	Xc				Xa							
State comp ed.			Xb	Xb	Xa	Xc												
Student Expulsion Hearing Officer			Xb	Xa	Xa													
Student extra-curricular insurance			Xc				Xb			Xa								
Student Information System (TSDS)			Xc	Xc			Xb			Xa								
Student safety training for Extra-Curricular										X								

Student transfers	Xb	Xc		Xa	Xa														
Substitutes		Xc		Xb	Xb		Xa												
Summer school				Xa	Xa	Xb	Xc												
TAIS	Xc			Xa	Xa	Xb	Xd												
TAPR	Xb			Xa	Xa	Xa	Xc												
Technology Infrastructure			Xb							Xa									
Technology Instruction				Xc	Xc	Xb				Xc									Xa
Technology Inventory										X									
Teacher mentoring & on-boarding				Xb	Xb	Xa	Xc												
TEKS Resource System Platform & Training	Xd			Xb	Xb	Xa	Xc												
TELPAS				Xd	Xd	Xb	Xc						Xa	Xa					
Textbook adoption				Xa	Xa	Xb	Xc												
Textbook inventory				Xb	Xb		Xa												
Timecards (Online system)		Xa	Xd	Xb	Xb			Xc											
Title I			Xa	Xb	Xb	Xc													
Title II-A Recruitment/Retention/Staff Dev	Xa		Xc	Xb	Xb														
Title II-D Technology			Xa							Xb									
Title I-Parent involvement				Xa	Xa	Xb	Xc												
Title IV Safe/Drug free				Xa	Xa		Xb												
Title IX	Xa		Xc								Xb								
Title V- Innovative/library services																			Xa
T-PESS	Xa		Xb																
T-TESS	Xc		Xd	Xa	Xa		Xb												
Transcripts				Xc								Xb	Xa						
Transportation issues			Xa	Xc	Xc		Xb												
Truancy/attendance issues				X	X		Xb												
TxEIS- Purchasing			Xc					Xb	Xa										
UIL edibility				Xc	Xc		Xb					Xa							
Waivers			X																
Worker comp			Xa					Xb											
Workforce commission		Xc	Xa					Xb											

Note: Refer to the TASB document "Report on School District Mandates" for definitions and explanations to many of the listed responsibilities as this list is not exhaustive.

