



Category 1

- Opening Faculty Meetings
- Open House
- Parent Meetings
- Handbook - Developing, reviewing, updating, revising
- Review of Handbook with students
- Strategic Planning -- Meeting to determine/communicate school priorities, policy, mission, etc.
- Listening to Stakeholders concerns about current and future school operations
- Preparing annual report for parents and other Stakeholders

Category 2

- Permanent records, cumulative records - Reviewing, updating
- Report cards and progress reports (preparing, reviewing, entering grades in gradebook, setting up gradebook)
- Standardized Testing: Administrating, implementing, providing for school (such as OGT or other norm-referenced testing)
- Kindergarten screening activities
- Professional development regarding assessment
- Communication with parents regarding student conduct, academic performance, progress, including phone calls, newsletters, email, etc.
- Conferences with parents
- Curriculum activities (meetings, reviewing, designing, mapping, selecting books, etc.)
- Common Core: Activities related to implementation (not including teaching)
- Transferring students to another school

Category 3

- Faculty meetings, department meetings, grade-level meetings
- Duties - Providing a safe and healthy environment (Recess duty, bus duty, cafeteria, etc.)
- Reviewing/creating staff newsletters, bulletins, memos, email, etc.
- Teacher credentials: Verifying, documenting, certification, licensure, BCI, etc.
- Developing job descriptions for faculty and staff
- Assigning staff and create staff schedule
- Teacher observations, evaluating credentialed staff (teachers should claim only pre- and post-conferences)
- Maintaining a safe environment: hallway, cafeteria, playground monitoring

Category 4

- Drills (fire, tornado, lockdown, rapid dismissal); complying with regulations for emergency preparedness
- Attendance (taking, recording); Completing ADM report
- In-Services or meetings regarding educational activities/programs
- Educational Programs (attending meetings, scheduling, planning, evaluating)
- Providing student support services (intervention, speech, counseling, etc.)
- Scheduling students for classes
- Writing letters of recommendation
- Collecting or maintaining immunization records and administering prescription medicine
- Developing the school calendar.
- Developing the school budget; attending budget meetings, communicating the school budget.
- Communicating with children services, law enforcement, civic and diocesan organizations
- Providing access to library media and information technology programs
- Providing access to media and technology services
- Arranging for locally required inspections
- Drills: fire, tornado, lockdown (including practice drills)
- Intervention Assistance Team meetings
- Academic and support meetings with Auxiliary Services personnel

Category 5

- Using data to determine best practices and improve organization
- Complying with ODE desk audits

Category 6

- School Accreditation: Meetings, preparing reports, completing applications, self-study, etc.
- Demonstrating the school meets Operating Standards for Ohio Schools
- Preparing and submitting NPDS reports (State ADM, Admin Costs, Federal Participation)

Category 7

- Resident Education Program: Mentoring, implementing, documenting, etc.

Category 8

- LPDC activities (planning, completing paperwork, meetings, etc.)
- IPDP (Individual Professional Development Plan) - Creating, submitting, etc.

Category 9

- Time spent on bus safety instruction

- Preparing bus lists; sending calendar to local public school system.
- Distributing bus tickets/cards to students for public transportation
- Reimbursement to families (preparing applications, etc.)
- Attending required meetings regarding transportation
- Monitoring the loading and unloading of buses

Category 10

- School Lunch Program: Distributing and collecting tickets, ordering, inventory, verifying eligibility, completing forms
- IDEA: Creating IEP, identification, placement, meetings with psychologists, completing forms, etc.
- Title I - Education of the Disadvantaged - Completing forms, scheduling, compiling data, assessing needs, testing, consulting, etc.
- Title II - Assessing needs, planning, completing forms
- Activities related to Handicap Count, Legally Blind, Refugee Assistance
- National Student Loan Program (Completing forms, compiling data, etc.)
- All other government forms

Category 11

- Preparing tax related documents (federal, state, local) such as quarterly and annual returns, W-2, etc.
- Time spent calculating withholding taxes

Category 12

- Conducting educational program reviews
- Aligning operations with laws and goals

Category 13

- Vision and hearing screenings, and follow-up
- Maintaining immunization records of students
- Administering prescription drugs
- Pathogen training and maintenance audits

Category 14

- Cleveland Scholarship Program, Ed Choice, Jon Peterson, Autism Scholarship programs and forms
- Complying with Auxiliary Services procedures (accounting, budgeting, purchasing)
- Cataloging library resources
- Completing Mandated Services (Administrative Cost Reimbursement)
- Cataloging library resources