

East St. Louis School District 189 Administrative Responsibility Matrix October 2020

RESPONSIBILITY	Lawrence Tourijgian	Tina Frye	Sherry Whitaker	Keisa Garrett	Abe Loveless	Kim Hopkins	Jennifer Brumback	Norquise Cooper	Charlotte Edwards	Joe Haskell	Alonzo Nelson	Teresa Williams	Stacey Lampkin	Antionette Johnson	Delfaye Jason	Tiffany Gholson	Latoya Greenwood	Denisa Huff	Sydney Stigge-Kaufman	Lori Chalmers	Michael Hubbard	Darren Sunkett
403(B); 457(B); CPI			P												S							
504				S		P																
5Essentials		S		S			S														P	
Academic Competition				S			P							S								
Academic Enrichment	S			S			P		S				S	S								
Accts. Payable & Receivable			P												S							
Accreditation				S			P							S								
ADA Compliance		P								S	S										S	
Admin. Bldg. Oversight			P								S											
Admin. Procedures / Regulations		S	S	S	S	S	S		S	S	S		S	S	S	S	S	S	P			
Advertising (Community Relations)		S															S	S	P	S		
Alternative Placement				P		S			S		S											
Application – Recognition of Schools	P			S					S													
Athletics			S	S		S			S	S	S											S
Attendance (GSA)	P		S						S							S						
Attendance Reports	P			S	S				S													
Attendance Boundaries	P		S					S							S							
AVID				S			S		S				P	S								
Bids / Quotes			P							S					S							
Board Commendations		S															S		P	S		
Board Policy	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	
Budget		S	P	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	S		
Bus Passes – HAT				S		S	S		S								P					
Bus Passes (SpEd)				S		P	S		S							S						
Cabinet: Board Agenda Review		S	S	S			P															
Calendar Dev. (School Year)	P	S		S			S													S	S	

P – Primary S - Support

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College / Career Readiness				S			S					S	P	S					S			
CATE (Career & Tech. Education)				S			P		S													
Census of Govt's, Survey of Public Employment & Payroll		P	S															S				
Character Education				S			S		S					S		P			S			
Charter Schools		S	S	P		S	S		S				S	S		S						
College Access Mentoring Program				S			S		S			S	P									
College Board				S			P						S	S								
Communications (Internal & External)		S																		P		
Complaints (Employees)		P		S					S								S	S		S		
Compliance (ROE)	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Condolences																				P	S	
Construction Expenditures & Bank Accounts			P								S				S							
Construction Projects			P							S	S				S							
Contract Negotiations		P	S	S			S															
Convocation		S		S	S		P			S	S			S			S	S	S	S	S	S
Counseling Services (mental health)	S			S					S							P						
Criminal Background Checks		P															S	S		S		
Crisis Prevention Intervention (CPI)						P																S
Crisis Mgmt. Plan				S	S		S	S	S	S	S					P				S	S	
Crisis Safety Coord. District				S	S		S	S	S	S	S					S				S	P	
Curriculum Alignment & Development				S		S	P		S					S								
Data Processing / Data Recording (Students)	P				S		S									S						
Data Sharing	S			S	S	S	P							S						S		
Discipline – Students				P			S		S		S											
District Improvement Plan		S	S	S	S	S	P		S	S	S	S	S	S	S	S	S	S	S	S	S	S

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District Webpage	S	S	S	S	P	S	S			S			S	S	S	S	S	S	S	S	S	
Donations			P												S				S			
Driver's Education			S	S			P		S					S	S							
Dropout Prevention				P			S		S					S		S						
Due Process (Employees)		P															S	S			S	
Early Childhood Prog.				P		S	S		S					S						S		
East Side Aligned / Collective Impact				S		S	S									S				P		
E-Finance		S	P		S		S					S			S				S			
EIS – Personnel		S	S			S											S		P		S	
ELIS - Personnel		P															S		S		S	
Elections - Public			P								S				S							
Electronic Expenditure Reports			P												S							
Emergency School Closing Procedures		S	P	S			S															
Employee Exit Procedures		P															S	S			S	
Employee Handbook	S	P	S	S	S	S	S		S	S	S		S		S	S	S	S		S	S	
Employee Insurance		S	P							S					S		S	S			S	
Employee Reimbursements			P												S							
Employment Verifications		P															S	S			S	
Energy Management			S							S	P											
Enrollment / Registration	S			S			S		S				S			P						
EEO – Equal Employment Opportunity		P															S	S	S	S		
ESL / Bilingual Ed.	S			S			P								S							
Evaluation Process		P		S			S		S								S	S			S	
Expulsions & Manifestations				P		S			S		S					S						
Facilities			S							S	P				S							
Field Trips	S			S			P	S	S			S										
Financial Audit			P												S							
Financial Plan			P												S							
Fine Arts Programs				S			P		S						S							
Fire Drill Reports				S					P	S	S						S					S
FOIA		P	S	S			S													S		

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Food Service / Free & Reduced Lunch			S												P	S						
Food Service Claims (IWAS)			P												S							
Foreign Language				S			P		S					S								
Fund Raising			P	S											S							
Gateway FB Classic		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P
Gear-Up				S					S			P										
Grading Procedures				S			P		S					S								
Grants - State & Federal	S	S	S	S			S					P			S						S	
Grants (Competitive)	S	S	S	S			S						S		S					P		
Graphic Services			S												P							
Grievances (Employee)		P		S													S	S		S		
Guidance Counseling				S									P			S						
Health Aides				S												P						
Health / Sex Ed				S			P		S					S						S		
Homeless Liaison				S					S								P					
Homebound				S		P	S							S								
Home Schooling				P			S		S					S								
IDEA Grant				S		P									S	S						
IDES - IL Dept. of Employ. Security		P	S														S					
Illinois Youth Survey				P			S		S													
IMRF / TRS		S	P												S		S	S				
Information Services (students)	P			S	S		S									S						
Insurance (Health)		S	S														P	S				
Insurance (Dental)		S	S														P	S				
Insurance (Accident) (Students)			S							P												
Intra-School Mail			P												S							
Juvenile Justice Council (JJC)				S					S				S			P						S
Key Communicator Network (KCN)		S	S	S			S													P		
Legal	S	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Legislative / State Supt. Updates		P	S	S			S															
Libraries / Media Centers					P		S		S					S								

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Local 382 / Local 1220		P	S	S			S															
Mailroom			S							P					S							
Medicaid Reimbursements			S			P																
Mentor Program (New Teachers)		S		S	S		S							S			S	S	S	P		
National Board Certification		P															S	S		S		
New Prin. Mentor		S		P			S		S													
Non-Certified Staff Salary Study		P	S														S					
Novice Teacher Program		S		S			S										S	S		P		
Nursing Services				S		S	S									P						
Office of Civil Rights (OCR) / Data Collection	P	S		S													S	S		S		
Operations (B&G)			S							S	P											
Overtime (Signatory)		S	P	S			S			S	S				S							S
Parent Involvement Coordinator / Liaison				S					S							P						
Parents / Students Complaints (Discipline)				S		S	S		P													
Parents / Students Complaints (Acad.)				S		S	P		S					S								
Partnerships: School, Business, Community		S	S	S			S													P		
Payroll			P												S							
Personnel (recruitment, retention, dismissals, assignments, promotions, etc.)		P		S		S	S										S	S		S		
Personnel Applicant Tracking		S															S	P		S		
Personnel Attendance																	P	S				
Personnel Certification		S															S	P		S		
Personnel Position Control		P	S														S	S		S		

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Positive Behavior Intervention Strategies (PBIS)				S					S							P						
Physical Education (K-12)				S			P		S					S								
Physicals & Immunizations				S		S			S							P				S		
Practicum Students / Interns						S														P		
Principals				P			S		S													
Public Relations		S	S																	P		
Purchase Orders / Reqs			S												P							
Records (Employees)		S															S	P		S		
Records (Students)	S			S	S		S									P						
Report Cards	P			S	S		S		S					S								
Research Proposals / Surveys				S			S									P						
Residency (K-12)	P							S								S						
Restorative Practices				P					S							S				S		
Retirement Reception		P															S	S		S		
Risk Management		S	S	S						P	S						S	S				
RTI / MTSS				P		S	S		S					S		S						
School Safety Drills Report (for ROE)									P	S	S											S
Scholarships – Students				S					S				P									
School Closing – Weather	S	S	P	S	S		S	S	S	S	S											S
School Improvement Plans				P			S		S													
School Wide Plans				S			S		S			P-										
S Dev / PD - Administrative Assistants / Secretaries / Clerks	P	S														S	S					
S Dev / PD - Teacher Aides / Behavior Aides / Auxiliary Aides				S		S	P		S					S								

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S Dev / PD – Parent Liaisons, In-School Suspension Monitors, PBIS & Behavior Interventionists				S			S		S							P	S	S				
S Dev / PD – Security Guards, Transportation, Bus Monitors			P	S			S	S	S												S	
S Dev / PD – Vision, Hearing Screeners						S										P						
S Dev / PD – Computer Techs.					P		S															
S Dev / PD – Custodians / Maintenance			S							S	P						S					
S Dev / PD -All Administrators, Teachers, Counselors	S	S	S	S	S	S	P		S				S	S								
S Dev / PD – Social Workers / Character Ed.						S	S									P			S			
Security			S							S	S											P
Service Learning													S							P		
Sexual Harassment – Employee		P															S	S		S		
Sexual Harassment – Student		P		S					S								S			S		
SIG (School Improvement Grant)			S	P			S		S			S		S	S					S		
Skyward	P				S	S	S															
Social Workers				S		S	S									P						
Sp. Ed / Legal				S		P																
Staff Development Committee		S		S			P							S							S	
Staffing Guidelines		P	S	S			S										S	S				
Starting / Ending School Instructions Procedures	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Student Assessment (NWEA, IAR, etc.)	S			S	S		P		S					S								
Student Code of Conduct	S			S					P							S				S		

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Student Handbooks				P					S													
Student Work Permits							P		S				S									
Student Teachers		S		S			S														P	
Substitute Teachers		S															P	S			S	
Substitutes (Non-Certified)		S															P	S				
Summer School (K-12)	S	S	S	P	S		S	S	S		S	S	S	S		S	S	S	S	S	S	S
Summer School (Sp. Ed.)	S	S		S		P	S		S												S	
Superintendent's Communication Council		S	S	S			S														P	
Superintendent's Student Advisory Council				S									S								P	
Supplemental GSA Claim	S		P	S			S								S							
TAOEP				S					S						S	P						
TC Plus		S	S	S	P		S											S				
Talent Ed		S		S			S										S	S			P	
Teacher / Principal Appreciation		S		S			S														P	S
Teacher Residency				S			P		S					S								
Teacher Salary Study		P	S												S		S	S				
Teen Outreach Program				S					S							S					P	
Tech, Instructional					P		S							S								
Technology Plan			S	S	P		S															
Telephones			S		P					S	S											
Testing	S			S	S		P		S					S								
Textbook Inventory			S	S	S		S		S	P				S	S							
Those Who Excel Awards		S		S			S														P	
Title Programs (I, II, IV, V)	S		S	S	S		S					P		S							S	
Title Programs (III)	S			S			P							S							S	
Toys for Tots																					P	
Transfer Requests Elem / Middle School	S			P		S	S		S													
Transportation			S					P							S							

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Transportation Claims (IWAS)			S					P							S							
Trauma-Informed Supports				S		S	S									P			S			
Travel Reimbursements (Signatory)			P												S							
Truancy				S					S							P					S	
21 st Century After School Program	P		S	S			S		S					S		S						
Unemployment		S															P					
United Way Campaign				S					S										P			
Use of Premise Requests			P	S			S			S	S											
Vending Machines			S												P							
Vendors – Single Source			S												P							
Violence / Drug Prevention Ed.				S			S		S					S		P			S		S	
Vision / Hearing Screening				S		S	S		S							P						
Volunteers (Request to)		S		S												S	P		S	S		
Volunteer Groups		S		S												S	P		S	S		
Warehouse (District)			S							P												
Warehouse (Maintenance)			S								P											
Wires & ACH Payments			P												S							
Workers Comp.		S	P	S						S					S		S	S		S		

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