

## East St. Louis School District 189 Administrative Responsibility Matrix September 2021

RESPONSIBILITY	Tina Frye	Jeff Dosier	Keisa Garrett	Jennifer Brumback	Sydney Stigge-Kaufman	Lawrence Tourijigian	Abe Loveless	Kim Hopkins	Carlynda Coleman	STS - SEC	Charlotte Edwards	Joe Haskell	Alonzo Nelson	Kiaundra Smith	Stacey Lampkin	Antionette Johnson	Delfaye Jason	Tiffany Gholson	Latoya Greenwood	Denisa Huff	Lori Chalmers	Michael Hubbard
403(B); 457(B); CPI		P															S					
504			S					P														
5Essentials	S		S	S																		P
Academic Competition			S	P												S						
Academic Enrichment			S	P		S			S	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	P		S	S	S	S	S	S	S		S	S	S	S	S	S		
Advertising (Community Relations)	S	S	S	S	P														S	S	S	
Alternative Placement			P					S					S									
Application – Recognition of Schools			S			P			S	S												
Athletics		S	S					S			S	S	S									S
Attendance (GSA)		S				P					S							S				
Attendance Reports			S			P	S				S											
Attendance Boundaries		S				P											S					
AVID			S	S						S					P	S						
Bids / Quotes		P										S					S					
Board Commendations	S				P														S		S	
Board Policy	S	S	S	S	P	S	S	S			S	S	S	S	S	S	S	S	S	S	S	S
Budget	S	P	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	S				P			S								S			
Cabinet: Board Agenda Review	S	S	S	P																		
Calendar Dev. (School Year)	S		S	S	S	P															S	

**P – Primary      S - Support**

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College / Career Readiness			S	S	S									S	P	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							S		P				
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	S	S	S	P																	
Complaints (Employees)	P		S								S								S	S	S	
Compliance (ROE)	P	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	S																	
Convocation	S		S	P	S		S					S	S			S			S	S	S	S
Counseling Services (mental health)			S			S					S							P				
COVID (concerns-staff)	P	S	S	S	S																	
COVID (concerns – students)	S	S	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					P			S	S
Crisis Safety Coord. District			S	S			S				S	S	S					S			S	P
Curriculum Alignment & Development			S	P				S			S					S						
Data Processing / Data Recording (Students)				S		P	S											S				

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Data Sharing			S	P	S	S	S	S								S						
Discipline – Students			P	S						S			S									
District Improvement Plan	S	S	S	P	S		S	S	S	S		S	S	S	S	S	S	S	S	S	S	S
District Webpage	S	S	S	S	P	S	P	S				S			S	S	S	S	S	S	S	S
Donations		P			S												S					
Driver's Education		S	S	P												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	P			S										S				
E-Finance	S	P		S			S							S			S				S	
EBT Cards						P					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	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	P		S										S						
Evaluation Process	P		S	S					S										S	S	S	
Expulsions & Manifestations			P					S		S	S	S						S				
Facilities		S										S	P				S					
Field Trips			S	P		S					S			S								

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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																	
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 Darren Sunkett: (P)	S	S	S	S	S		S	S	S		S	S	S	S	S	S	S	S	S	S	S	S
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	P	S									S		S					
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	S				P									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)			S	S		P	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

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Key Communicator Network (KCN)	S	S	S	S	P																	
Legal	P	P	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				S			S									P						
Local 382 / Local 1220	P	S	S	S																		
Mailroom		S										P					S					
Media Calls/Requests					P																	
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	S	P	
Nursing Services			S	S				S										P				
Office of Civil Rights (OCR) / Data Collection	S		S			P													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	P				S			S					S						
Partnerships: School, Business, Community	S	S	S	S	P																	
Payroll		P															S					

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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	
Positive Behavior Intervention Strategies (PBIS)			S						S									P				
Physical Education (K-12)			S	P						S						S						
Physicals & Immunizations			S		S			S			S							P				
Practicum Students / Interns					P			S														
Principals			P	S					S	S												
Promotional Ceremonies/ Activities			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			S	S		P	S			S						S						
Research Proposals / Surveys			S	S														P				
Residency (K-12)						P												S				
Restorative Practices			P		S			S	S	S								S				
Retirement Reception	P																		S	S	S	
Risk Management	S	S	S									P	S						S	S		
RTI / MTSS			S	S				S	P	S	S					S		S				
School Safety Drills Report (for ROE)											P	S	S									S
Scholarships – Students			S							S					P							

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School Closing – Weather	S	P	S	S	S	S	S		S			S	S										S
School Improvement Plans			P	S					S	S													
School Wide Plans			S	S					S	S				P-									
S Dev / PD - Administrative Assistants / Secretaries / Clerks	S					P												S	S				
S Dev / PD - Teacher Aides / Behavior Aides / Auxiliary Aides			S	P				S		S						S							
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.				S			P																
S Dev / PD – Custodians / Maintenance		S										S	P						S				
S Dev / PD -All Administrators, Teachers, Counselors	S	S	S	P		S	S	S	S	S					S	S							
S Dev / PD – Social Workers / Character Ed.				S	S			S										P					
Security		S										S	S										P
Service Learning					P										S								
Sexual Harassment – Employee	P																		S	S	S		
Sexual Harassment – Student	P		S																S		S		
SIG (School Improvement Grant)		S	P	S	S				S					S		S	S						

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Skyward				S		P	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	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Student Assessment (NWEA, IAR, etc.)			S	P		S	S		S	S						S						
Student Code of Conduct			S		S	S			S	P								S				
Student Handbooks			P		S				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	P	S	S	S	S			S			S	S	S	S		S	S	S	S	S
Summer School (Sp. Ed.)	S		S	S		S		P		S												S
Superintendent's Communication Council	S	S	S	S	P																	
Superintendent's Student Advisory Council			S		P										S							
Supplemental GSA Claim		P	S	S		S											S					
TAOEP			S								P						S	S				
TC Plus	S	S	S	S			P													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		
Tech Equip Inventory				S			P															
Tech, Instructional				S			P									S						
Technology Plan		S	S	S			P															
Telephones		S					P					S	S									

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Testing			S	P		S	S		S	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	S							P		S						S
Title Programs (III)			S	P		S										S						S
Toys for Tots					P																	
Transfer Requests Elem / Middle School			P	S		S		S	S	S												
Transportation		S				P											S					
Transportation Claims (IWAS)		S				P											S					
Trauma-Informed Supports			S	S	S			S										P				
Travel Reimbursements (Signatory)		P															S					
Truancy			S								S							P				S
Tutoring			S			S								S		P						
21 <sup>st</sup> Century After School Program		wS	S	S		P			S	S						S		S				
Unemployment	S																		P			
United Way Campaign			S		P				S	S												
Use of Premise Reqs.		P	S	S	S							S	S									
Vending Machines		S															P					
Vendors – Single Source		S															P					
Violence / Drug Prevention Ed.			S	S	S					S						S		P				S
Vision / Hearing Screening			S	S				S			S							P				
Volunteers (Request to)	S		S		S						S							S	P		S	
Volunteer Groups	S		S		S													S	P		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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