



Sample Staff Responsibilities

1. Administrator

- Enforce school policies and procedures
- Be attentive to maintain general supervision over the school.
- Hire staff and hold weekly meetings for direction, inspiration, and motivation.
- Conduct weekly assemblies or chapel, daily student devotions, and special meetings
- Establish school-home relations

****If there is no Principal, the Administrator will complete the tasks below.****

2. Principal

- *Promote the school
 - *Plan and conduct weekly staff meetings
 - *Conduct parent conferences
 - *Publish a monthly parent letter
 - *Plan purposeful parent-supervisor fellowships and banquets
 - *Supervise an efficient school office
 - *Conduct staff orientation (including A.C.E. monitor's trainings)
 - *Conduct parent orientation
 - *Screen and admit students
 - *Conduct thorough student orientation
 - *Sign for curriculum and materials purchases
 - *Counsel staff, students and parents
- (*Usually coordinated through the principal in large schools)

3. Supervisor

- Work at inspiring student achievement. This is the supervisor's foremost responsibility and should demand most of his time. From the beginning until the end of daily activities, the supervisor involved with students rather than with materials. Tests should be graded after school hours. It is ill-advised and

This list is a sample only



unprofessional for the supervisor to sit at his desk and do paperwork while students do academic work.

- Administer student diagnostic testing and place in curriculum appropriately.
- Be available to and be respectful of all students.
- Listen attentively to students, evaluate requests, and show personal interest.
- Help students learn punctuality by being cognizant of their time.
- Encourage consistent PACE work and diligent work habits, praising good character and motivating and encouraging students to do their very best.
- Administer consistent discipline to build self-control in students. (Corporal discipline should never be used in school. For discipline to use, see "Providing Consistent Discipline and Control" on page 95 in this manual).
- Tactfully issue merits and demerits.
- Evaluate daily Goal Check Reports from monitor to keep students progressing and using their time efficiently.
- Train students to set goals and be determined to reach objectives.
- Be resourceful by not answering PACE questions but guiding students to find the answers for themselves.
- Initial supervisor score strips, "Answers may vary," and Self Tests.
- Determine student readiness to take Self Tests and PACE tests. Each student is responsible for learning as much as possible from each PACE, and the supervisor is responsible for making sure the student achieves maximum learning.
- Supervise students PACE testing and the recording and reporting of academic results.
- Give stars for Progress Charts and new PACEs with a word of encouragement.
- Be discreet in discussing and need for repeat PACEs without giving details. Give words of encouragement and motivation.
- Score essays, reports, and creative exercises.
- Assign and supervise written and oral reports.
- Issue Honor Roll Projections.
- Conduct academic conferences with students as needed.
- Prepare and regularly update student academic projections.



4. Monitor

The monitor, a Learning Center paraprofessional, is the general assistant to the supervisor with the following responsibilities (not exhaustive);

The monitor is the supervisor's eyes and ears in the Learning Center by keeping alert and attentive to specific needs and relaying these to the supervisor in private. The monitor carries the weight of the paperwork so that the supervisor can focus on the students. Keep scoring station and other areas of the Learning Center clear of clutter.

- Complete the attendance record on the Goal Check Report.
- Discreetly remind supervisor of scheduled activities.
- Supervise breaks and lunch.
- Pull Tests for next day testing.
- Prepare Congratulations slips for successfully passed PACE Tests.
- Pull new PACEs when PACE Tests are passed, and fill in information on the front of the PACE.
- File old "conferenced" PACEs and Tests.
- Complete end-of-the-day routines and paperwork.
- Ensure Learning Center is in order at the end of the day.
- Check student Homework Assignment slips each day.
- Check student goals each morning and complete the Goal Check Report for the supervisor. Issue new Goal Cards every other Friday and collect completed Goal Cards every other Monday.
- Monitor scoring station
- Ensure students keep Score Keys and scoring station neat.
- Issue demerits as needed.
- Supervise detention time.
- Direct student attention to the supervisor.