

First Responders

Area	1 st	2 nd	3 rd
After-school activities	Lead teacher(s) sponsoring event	Instructional Coach	Assistant Principal
Assessments	Grade level teachers	Instructional Coach	Reading Specialists
Before-school activities	Lead teacher(s) sponsoring event	Instructional Coach	Assistant Principal
Attendance	Attendance Clerk	Social Worker	Principal's Secretary
Budget	Principal	Principal's Secretary	Office Clerk
Building Schedules	Assistant Principal	Principal	Principal's Secretary
Certified Staff	Instructional Coach	Principal	Assistant Principal
Classroom-managed behavior	Classroom teacher	SEL Team	Assistant Principal
Coaching of Instructional Staff	Instructional Coach	Assistant	Principal
Committees	Chairperson	Principal	Assistant Principal
COVID-19 Plans/Procedures	Nurse	Principal	Assistant Principal
Curriculum Materials	Instructional Coach	Teacher Clerk	Office Manager
Curriculum Support	Grade level teachers	Instructional Coach	Curriculum Coordinators
Data Teams/PLC	Grade level teachers	Instructional Coach	Principal/Assistant Principal
Discipline	Assistant Principal	SEL Team	Principal
Evaluations	Principal	Assistant Principal	
Facilities/Maintenance	Lead Custodian	Principal's Secretary	Principal
Field Trips	Instructional Coach	Principal for approval	Supervising Teachers
Health/First Aid	Nurse	Attendance Clerk	Principal's Secretary
Hotline/Assistance Calls	First involved staff	Counselor	Social Worker
IEP/504 Plans	SSD Case Manager	Counselor	Classroom Teacher
Mail Distribution	Teacher Clerks	Attendance Clerk	
MAP Coordination	Counselor	Instructional Coach	Principal
Mentoring/Coaching of Teachers	Instructional Coach	Mentor	Grade level teachers
Payroll	Principal's Secretary	Principal	
Professional Development	Building Leadership Team (BLT)	PD Chairperson	Instructional Coach
PTA	PTA President	PTA Executive Board	School Staff
Purchase Orders	Principal's Secretary	Principal	
Records Request	Principal's Secretary	Attendance Clerk	
Safety Drills	Assistant Principal	EMT	Principal
Staff Attendance	Principal	Principal's Secretary	Assistant Principal
Student Attendance	Teacher	Attendance Clerk	Counselor/Social Worker
Substitute Teachers	Staff	Assistant Principal	Principal's Secretary
Supervision Assignments	Assistant Principal	Principal	
Supplies	Teacher Clerk	Attendance Clerk	Principal's Secretary
Technology	Team Member	Librarian	Instructional Coach
Transportation	Principal's Secretary	Assistant Principal	Principal
Walkthroughs	Principal	Assistant Principal	Instructional Coach