

ADMINISTRATORS CHECK LIST

DATE: _____ TIME: _____ NAME _____

SCHOOL: _____

OFFICE MANAGEMENT:

- Maintains Current Enrollment Records
- Health Records following current HIPAA (filed separately from academics)
 - Vision
 - Hearing
 - Scoliosis
 - Immunizations
 - Diabetes screening ANS
- Student Accident Records (by year cross-filed in health file)
- Cumulative Records Current
 - Reading/Pathways
 - ITBS Charting Complete
- Monthly Statistical Report to TXOE
- Inventories
 - ITBS/ITED/COGAT
 - Textbook
 - Equipment
 - Technology
- Board Minutes File Current/OE file
- Financial Records-OE
- Substitute Teacher List
- Asbestos File Current
- Gas Line Check Current (2008-2009)
- Annual Fire Marshall inspection
- Blood Borne Pathogens Training Annually for local hires
- SWU Code Book readily assessable
- Texas Teachers Handbook
- Acceptable Use Policy –staff & teachers

SCHOOL MANAGEMENT:

- Regular Safety Drills
- Fire Extinguishers checked
- Fire Alarms checked
- Positive Christian Environment
- Facilitates Daily Staff Worship
- Weeks of Prayer (two times per year)
- Regular Staff Meetings (at least twice a month)
- Contracts for Local Hired Personnel (get copies)
- Plant Appearance / Maintenance
- Discipline
- Student Appearance

SCHOOL PERSONNEL:

- Classroom Visitation Maintained
- Lesson Plans Reviewed Regularly
- Maintains a Positive and Productive Environment
- Attendance Records Current
- Professional Organization/Staff/Administration
- Professional Appearance
- Prompt and Dependable

SCHOOL BOARD:

- Encourages monthly meetings
- Serves as Secretary of Board
- Keeps Board Chair regularly informed
- Manages school within budgetary constraints
- Current Crisis Management Plan/Security Plan
- Marketing Plan/ Recruitment Plan
- Vehicle Licensing
 - Insurance
 - Driving Records
- School Constitution Current
- Previous evaluation reviewed regularly
- HIPAA list voted by board
- Non-discrimination policy voted
- Conflict of Interest forms signed by every board member
- Safety Checks

CHURCH/ES RELATIONS:

- Membership in Sponsoring Church
Name: _____
- List offices held: _____
- Regularly attends Church / social functions
- Home Visitation

MARKETING/COMMUNITY RELATIONS:

- Personal involvement in Civic Activities
- School involvement in Civic Activities
- School web site
- Publications/handbook/brochures

GOALS FOR THE CURRENT SCHOOL YEAR:

FIVE-YEAR PLAN FOR THE SCHOOL:

COMMENTS: