

YEAR-END DUTIES FOR
COMPLEX AREA SUPERINTENDENTS
PRINCIPALS

AND

SUMMER DUTIES FOR
ATHLETIC DIRECTORS
ADMINISTRATIVE SERVICES ASSISTANTS
REGISTRARS
LIBRARIANS
SCHOOL ADMINISTRATIVE SERVICES ASSISTANTS
HEAD CUSTODIANS
AND OTHER PERSONNEL IN THE SCHOOLS

(REVISED 2020)

NOTE: This Attachment is being conveyed now due to it being an annual practice required at Year-End. However, the Department recognizes that the timing and logistics involved may be subject to change due to future developments with the COVID-19 pandemic.

ROLES AND GUIDELINES

Role of the Complex Area Superintendent:

The complex area offices under the direction of the Complex Area Superintendents ("CAS") are responsible for the continuous, effective operation of the schools throughout the year. The complex area offices must see that each school principal completes all necessary responsibilities before the end of the current school year.

Plans for the use of school facilities for evacuation centers and emergency shelters should be coordinated with schools for possible implementation during summer months (Standard of Practice, 6410, *DOE Emergency Preparedness Basic Plan*; 6419, *Emergency Shelters; Roles and Responsibilities*; and [Hurricane Season Preparedness Reminders](#) memo dated August 6, 2019).

Role of the Principal:

The school principal's top priority should always be the safety and security of his/her school during the normal school year as well as during afterschool and summer school activities. Please ensure teachers, school employees, volunteers, and program managers are thoroughly familiar with the school's Emergency Action Plan (EAP) to ensure proper response actions are done in the event emergency incidents occur during afterschool and summer school activities.

The school principal must continue to provide and supervise the Athletic Director, Registrar, Librarian, Student Services Coordinator, School Administrative Services Assistant ("SASA"), Head Custodian, and other personnel with clear and precise directions so that the necessary tasks at the school level are performed during the summer. The principal should address the items as listed in the School Safety Checklist, Regular School Year, End of School Concerns, located in the [Safety and Accident Prevention Program/Policy and Safety Index, Business Office Handbook Volume VII](#).

The school principal must continue to provide and supervise the Registrar and Office Assistants with clear and precise directions so that the necessary enrollment and withdrawal tasks at the school level are performed, in a timely manner throughout the school year, especially at the start and end of every school year. Principals should ensure that teachers fulfill all custodial requests in preparation for summer cleaning and/or construction. For example, if the classrooms are to be deep cleaned, then bulletin boards need to be covered, cubbyhole shelves need to be covered to protect books, and items must be off of the floors. Also, the administration or designee(s) should verify the accuracy of the classroom inventory checklist to ensure all assigned items are accounted for. Friday, May 29, 2020, is the last work day for teachers. Please ensure that teachers have an adequate amount of time to complete their assigned tasks prior to May 29, 2020.

The principal is responsible for the fiscal operations of the school. The principal shall ensure that the SASA and other office staff have performed the necessary requirements to close out the fiscal year reporting period for financial records including, but not limited to: finalizing year end expenditures in FMS and ensuring program funds do not go into deficit, reconciling and year-end closing of Student Activity Fund (SAF) account(s), leave accounting updates and reconciliation, and performing fixed asset inventory procedures. The principal must be prepared to certify an accurate inventory by signing the Certification of Annual Inventory Report when due. Please refer to [Fiscal Processing Schedule & Deadlines, March 2020 – March 2021](#) memo dated February 28, 2020 (also known as the *Year End Close Memo*), for more information and deadlines.

If a principal will be taking extended leave during the summer months, then he/she should make sure that he/she drafts a delegation of authority and sends a copy to the Procurement and Contracts Branch and Vendor Payment. Please use the [Memorandum for the Record Delegation of Authority](#) template.

Role of the Athletic Director:

During the summer, the athletic director continues in his/her role as the educational officer responsible for administering the school's overall athletic program. Responsibilities may include ensuring the proper maintenance and preparation of facilities for athletic and instructional purposes, coordinating maintenance requests and repairs of physical education or athletic equipment and facilities, as well as other ongoing or related assignments.

Role of the Administrative Services Assistant:

The Administrative Services Assistant ("ASA") will report to the CAS or the CAS's designee. Coordinate all requests for summer assistance from the ASA through the CAS, no later than June 1, 2020.

Role of the School Registrar:

Beginning July 1, 1998, school registrars in officially allocated registrar positions started their work year on a 12-month basis. (Registrars in borrowed or buy/sell positions continue to work a 10-month work schedule).

During the summer months, a registrar continues in his/her role of assuming responsibility for student registration, class programming, and student accounting. Specific activities may include completing the year-end tasks, making changes to the master schedule, making changes to the student schedule and registration activities related to the opening of school, and continually reconciling the Statewide Student Enrollment System with the school's student information system enrollment.

Role of the School Librarian:

School librarians receive a pay differential to allow them to prepare for the opening of the instructional technology center so that the full range of services is available to teachers and students from the first day of school until the last day of school. Preparatory work required to open or close the technology center should occur outside the school year. This expectation needs to be discussed with school librarians prior to the closing of school.

Role of the SASA, Head Custodian, and Other Classified Personnel:

The SASA's role is to staff the office and to coordinate the work of the personnel assigned to the office during the summer.

The principal must ensure that the custodial staff knows its assigned duties by meeting with the head custodian during the month of May to discuss and plan for the summer schedule. This would include total classroom and restroom cleaning, deep cleaning, stripping and waxing, extracting and cleaning the carpet, the ordering of supplies, making sure that custodial equipment works properly, etc. Refer to the "Department Procedures for Custodial Services" handbook, pages F7-F12.

Other classified personnel at the school are to be apprised of their tasks for the summer.

Guideline:

To prevent ambiguities in the roles, it is recommended that this guideline be followed:

The principal must complete, as part of their year-end duties, the tasks delineated in Attachment B. Completion dates for the duties may be specified by the CAS. Complex area staff should review the list of tasks to indicate to whom in the district concerns are to be directed.

Any questions may be referred to the Office of Talent Management, Labor Relations Section, at (808) 441-8422.