

Checklist for Administrators

Name: _____

Date: _____

School: _____

Office Management:

- Maintains Current Enrollment Records
- Health Records Current and HIPAA regulations followed
 - Vision
 - Hearing
 - Scoliosis
 - Immunizations
 - Diabetes Screening
- Student Accident Records (by year cross-filed in health file)
- Cumulative Records Current / Correct on Data Roll Up
- Monthly Statistical Report filed at School
- Board Minutes Filed Current/Emailed to TXOE
- Financial Report – Emailed to TXOE
- Substitute Teacher List voted by School Board
- Asbestos File Current
- Gas Line Check Current
- Annual Fire Marshall inspection/Sprinklers inspected
- Blood Borne Pathogens (In online program - Vector)
- SWU Code Book Online
- REACH / Review Parent Meeting
- Data Roll Up/ Grade Program Up to Date
- Educate for Eternity

School Management:

- Regular Safety Drills
- Fire Extinguishers checked/Sprinkler System 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
- Lesson Plan Files – for each teacher/Online

School Personnel:

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

School Board:

- Encourages monthly meetings
- Serves as Secretary of Board/Email Minutes to TXOE
- Keeps Board Chair regularly informed
- Manages school within budgetary constraints
- Current Crisis Management Plan
- Marketing Plan/ Recruitment Plan
- Vehicle Licensing, Insurance, Driving
- School Constitution Updated/ Signed/ Dated sent to BOE
- Previous evaluation reviewed regularly
- HIPAA list voted by board
- Non-discrimination policy voted and filed
- Conflict of Interest forms signed by every board member

Church/es Relations:

- Membership in a Sponsoring Church
Church Name: _____
- Regularly attends Church(es) / social functions
- Home Visitation

Marketing/Community Relations:

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

Goals for the current School Year:

Continuous School Improvement Plan:

Comments: