**School Roles and Responsibilities Chart**

***A tool for principals leading Opportunity Culture schools***

**School: School Year: Completed By:**

**Directions:** List each position and indicate roles and responsibilities. If time use will vary by individual during the year, rather than being preset and fixed, a default estimate can be entered and altered later, or determined as an estimated average with individuals each semester or year.

These cells may be copied into a database or spreadsheet. However, the simple format here makes information easy to print and share.

| **Position** | **Match to OC Job Desc’n** | **Name** | **Accountable for What Subjects/**  **Grades?** | **Reports to?** | **People/**  **Positions Reporting to This One** | **Est. % Time teaching (or Co-Teaching)** | **Estimated % Time Leading** | | | | **Show Who Does Each of Below**  **for This Position/Person** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | Plan  content | Plan  meetings | Lead  meetings | Coaching | Guide/  direct | coach/  Give feedback | Input into eval | Formal final eval | Recommend for Promotion | Other |
| Example:  MCL 1 | MCL | J. Doe | 1st grade  core subject | Principal | J. Smith/  Team T.  R. Jones/  team T. | 60 | 10 | 5 | 10 | 15 | Princ. | Principal & peer MCLs | 1st-grade staff; peer MCLs | Princ. | Principal |  |
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