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## Schedule of Responsibilities Geschäftsverteilungsplan/Verantwortlichkeiten/Funktionendiagramm

### Abbreviations

Tasks	<b>R</b>	responsible (usually D = R)
	<b>D</b>	deciding (finally)
	<b>E</b>	executing
	<b>A</b>	Application/Initiative/Suggestion
Responsibilities	Ac	Accountant
	ACC	Afternoon Courses Coordinator
	Ad	Administrative Staff
	AGM	Annual General Meeting
	Com	SEA Executive Committee ("Schulvorstand")
	Dir	Principal (Director)
	HA	Head of Administration
	HP	Head of Primary School
	HS	Head of Secondary School
	HSg	Head of subject group ("Fachverantwortliche/r")
	HSp	Head of Sports Department
	HT	Homeroom Teacher
	IT	IT Supporter
	Jan	Janitor
	LU	Sponsor Canton of Lucerne
	P	President
	Par	Parents' Representative
	PR	Public Relations/Marketing and Sales Executive
	Ps	Personnel committee
	Re	Receptionist
	S	Staff (guards, gardeners, cleaners)
	SMT	School Management Team ("Schulleitung")
	SMV	Students' Representative
	StG	Steering Group
	Stu	Students
	T	Teacher
	TR	Teachers' Representative
Tr	Treasurer	
ZfA	Zentralstelle für das Auslandsschulwesen, Bonn	

Tasks	R	D	E	A
Schedule of Responsibilities	Dir	Dir	Dir, HA	all

### **Strategy**

Strategic planning	P	Com	Com	Dir
Strategy approval	P	AGM		
Strategy fulfillment	P	Com	Dir	
Pedagogic strategy planning	Dir	T	T	StG
Pedagogic strategy execution	Dir	Dir	T	

## Quality Management

1. <i>Total quality management</i>	Dir	P, Com	all	StG
1.1 Supervision Staff		HA	Jan	
1.2 Supervision Heads		Dir		
1.3 Supervision PR		Dir		
1.4 Supervision Dir	P		P	
1.5 Controlling Finance	Com	Tr, Dir	HA	

Tasks	R	D	E	A
<i>2. Pedagogical quality management</i>				
2.1 Leadership Manual: production and updating of documents	Dir	Dir	HA	all
2.2 Leadership Manual Distribution, uploading		HA	HA, IT	
2.3 Excel list of documents		SMT	HA	all
2.4 Supervision of work and instructional quality of Primary and Kindergarten Teachers	HP		HP	
2.5 Supervision of work and instructional quality of Secondary School teachers	HS		HS	
2.6 Steering Group (set-up)	Dir	T		T
2.7 Mandate Steering Group	Dir		StG	
<i>3. Activities</i>				
3.1 Conferences/Klausuren	StG	Dir	T	
3.2 Target points/ Arbeitsschwerpunkte	StG	SMT	T	T
<i>4. Products</i>				
4.1 School Program	StG	SMT	all	all
4.2 Quality Guidelines/Qualitätsleitbild	StG	T	T	T
4.3 Corporate Identity	Dir with StG	Com	all	all
4.4 Documents with relevance for the entire school for external evaluations	StG	SMT	all	all
<i>5. Internal and external evaluations</i>				
5.1 360° feedback	StG	Dir	all	
5.2 Peer Review	StG	Dir	all	
5.3 BLI	StG	Dir, HP, HS; HA	all	

### Meetings

Tasks	R	D	E	A
SEA AGM	P	SEA members	P, Com, Dir	SEA members
SEA Property AGM	Chairman SEA Property	shareholders	shareholders	shareholders
Meeting Committee	P	P, Com	Com	Com, Dir
Meeting SMT	Dir	Dir	HS, HA, HP	all
Meeting SMV	SMV President	SMV delegates	SMV	Stu
Meeting SMV - Dir	Dir	Dir	SMV	SMV
All-Teachers' Conference	Dir	T	T	T, TR, SMV
PSC/SSC	HS / HP	T	T	T, TR, SMV
Meeting SMT – Parents' Council	Par	Par	Dir, class representatives, HP, HS	parents
Meeting Dir -Thai parents	Dir		Dir, HA, HP, HS, T	
Staff meeting	HA		S, admin	
Meeting teachers	TR	T	T	T
Parent-teachers conferences	Dir	Dir	HS, HP, T, Ad	
Open House Days	Dir	Dir	HP, HS, T, PR	all
Just Community	SMV	T	Stu, T	Stu
Sports Day	HSp	HP, HS, Dir, T	T, Stu	T
MIM	Dir	Dir	SMT	all

### Contacts to..

Tasks	R	D	E	A
Swiss educational institutions	Dir		Dir, HS	
German educational institutions	HS		HS, Dir	
RIS	Dir, HA		SMT	
Embassies except Germany	Dir		Dir, HS	
Embassy of Germany	HS		HS, Dir	

## Personnel

<i>1. Recruitment / Employment</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
1.1.1 Recruitment of teachers with Swiss contract	Dir	Dir	Dir, HS, HP	Ps, HS, HP
1.1.2 Signing contract with Swiss teachers	P, Dir	P, Dir	P, Dir	Dir, LU
1.2.1 Recruitment of ADLK	Dir	Dir	Dir, HS, HP	Ps, HS, HP
1.2.2 Signing contract with ADLK	P, Dir	P, Dir, ZfA	P, Dir, ZfA	Dir
1.3.1 Recruitment of FOLK and OLK	Dir	Dir	Dir, HS, HP	Ps, HS, HP
1.3.2 Signing contract with OLK and FOLK	P, Dir	Dir	P, Dir	Dir
1.4 Recruitment of staff	Dir	Dir	HA, Dir	Ps, HA
1.5 Recruitment of substitutes	Dir	Dir	Dir, HS, HP	HS, HP
1.6 Recruitment of afternoon courses instructors	Dir	Dir	Dir, ACC	ACC, parents, T, Stu
1.7.1 Recruitment of HS, HP, HA	Dir	P, Dir	Dir, HS, HP	Ps
1.7.2 Signing contract HP, HA	P, Dir	Com	P, Dir	Ps
1.7.3 Signing contract HS	P, Dir	ZfA, P	P, Dir	Ps
1.8 Recruitment and employment of Director	P	P, Com	P	Com
1.9.1 Search for committee members	P			Dir, Com
1.9.2 Election of committee members	P	SEA, AGM		SEA, shareholders
1.10 Formation of task forces	Dir	Dir, HA, HS, HP	HA, HS, HP	T, HA
1.11 Assignments/Pensa	Dir	Dir, HS, HP	HS, HP	T
1.12 Lesson plan	HS, HP	Dir, HS, HP	Timetabler	T
1.13 Salary	Dir	Tr, Dir	HA	
<i>2. Qualifications</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
2.1 Admin	HA		HA	
2.2 Staff	HA		HA	
2.3 Teachers	HS, HP		HS, HP	
2.4 HS, HP, HA	Dir			
2.5 Dir	P			
2.6 PR, Marketing	Dir	Dir	PR	all
3. Issuing work certificates	Dir	Dir	Dir, HS, HP	all

<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
4. <i>Caring for teachers in troubled situations</i>	Dir		HP, HS	TR, T
5. <i>Mentoring new teachers</i>	HS, HP		T	Dir
<b>6. Filing</b>				
6.1 Updating personnel files	HA			
6.2 Storing data	HA			
6.3 Filing Year books	PR		Librarian	
6.4 Archiving of marks	HA	HS, HP	Ad	
6.5 Year book	PR	Dir		all
6.6 Backup of data/ data security	IT	HA	IT	
<b>7. Further education</b>				
7.1 Further education of committee	P	Com		Dir, Ps
7.2 Further education of Dir	P	P		Dir
7.3 Further education of teachers	Dir	SMT	FoBiKo	T, StG
7.4 Further education of admin and staff	HA	Dir		S, Ad
<b>8. Conflicts</b>				
8.1 Mediation in conflicts between teachers and students	Liaison teacher	HS, HP, HT		HT
8.2 Mediation in conflicts between teachers and parents	HS, HP	HS, HP		Par
8.3 Mediation in conflicts between teachers	HS, HP	Dir		TR
8.4 Mediation in conflicts between teachers and Heads	Dir	Ps		T
8.5 Mediation in conflicts between Heads and Principal	P			HS, HP, Dir
8.6 Mediation in conflicts between Principal and committee	P			Dir, Com

<i>9. Organization and Administration</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
9.1 Planning of positions	Dir, HS, HP	Dir, committee		TR
9.2 Coordination and creation of schedules	Timetabler	Dir	Lesson plan creator	T
9.3 Decision to admit new students at school	Dir	Dir		HP, HS
9.4 Decision to assign new students to class	Dir	Dir		HP, HS
9.5 Decision to promote students into next class	HS, HP	Teacher conference		HRT
9.6 Decision to jump classes	HS, HP	Teacher conference		Student's parents HRT
9.7 Allocation of classes to teacher	HP, HS, Dir	Dir		T
9.8 Allocation of students to parallel classes, if any	HP, HS	Dir		T or CT
9.9 Function plan of duties	HP, HS	Dir		all
9.10 Planning replacements for absent teachers	HS, HP	HS, HP	HS	T
<i>10. Suspension of a Student</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
10.1 Suspension for one day	HT	HT		HT
10.2 Suspension for single lessons	T	T		parents
10.3 Suspension for longer periods	Dir	Dir	HT	HS, HP, HT
10.4 Permanent suspension	Com	P	Dir	Dir
<i>11. Objection to class allocation or marks</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
11.1 Objection to allocation	HS, HP	Dir		HT
11.2 Objection to marks in normal class works	T	HS, HP		Parent, student, HT
11.2 Objection to marks in final exams	Dir	Teachers conference		Parents, student
<i>12. Alarm exercises</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
12.1 Planning of exercises	Safety officer	Dir	Safety officer	HA, HS, HP
12.2 updating manual	Safety officer	Dir	Safety officer	HA, HS, HP
12.3 resulting measures	Dir	Dir	Ad, T	Safety officer, HS, HP, HA
<i>13. Planning</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
13.1 Compile a forecast (school enrolment, room necessities)	Dir	Dir	Ad	HS, HP, HA
13.2 Aggregation of data for planning	Dir	Dir	HA	Ad, Ac



<i>14. Information</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
14.1 Information for parents about class	HT	HT		T
14.2 intra school - Staff	HS, HP, HA	Dir		all
14.3 Webpage	PR	Dir	PR	all
14.4 Information, contact Kanton Luzern	Dir			
14.5 Information Committee	Dir	Dir		HS, HP, TR
14.6 Yearbook	Dir	Dir	T, PR	T, S
14.7 Compile statistics	HA			
14.8 Contact to Educationsuisse/BAK	Dir	Dir	Dir	
14.9 Contact to ZfA/BVA	HS	Dir	HS	
<i>15. Issuing, instructions</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
15.1 Issuing Schulhausordnung	Dir	Dir		SMV, T
15.2 Issuing Schulordnung	Dir	Com	SMT	HS, HP, SMV, T
15.3 Arrangement disciplinary measures	HS, HP	Dir		T
15.4 Coordination of special tasks	HS, HP, HA	Dir		T
15.5 Issuing instructions for parents' evenings and PTA	HS, HP	Dir		HA, T, SMV
15.6 Issuing instructions for school-wide timetable changes	HS, HP	Dir		HT, TR, SMV
<i>16. Holidays</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
16.1 Holiday plan	Dir	Com		HA, HS, HP
16.2 Dispensation of teachers	Dir	Dir		HS, HP
16.3 Dispensation of students for up to three days	HS, HP	HS, HP		HT
16.4 Dispensation of students before or after holidays	Dir	Dir		HT, HS, HP

<i>17. Controlling</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
17.1 Adjustment of discipline measures vs. students	HA, HP	Dir		
vs. teachers	Dir	Dir		
vs. parents	Dir	P		
17.2 Handling complaints vs. school direction	P	P	P	Com, Par, T
17.3 Control of absence of teachers	HS, HP	Dir		
17.4 Control of absence of students	HT	HA, HP		
17.4 Reporting to committee	Dir			HA, HS, HP, TR
<i>18. Finance</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
18.1 Invoices	Ac	HA		
18.2 Budget	Com	AGM	HA, Dir	Tr
18.3 Insurances	HA	Com		
18.4 Accounts	Ac, HA	Dir		
<i>19. Materials</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
19.1 Supervision of material and device monitoring	HA	Dir		
19.2 Inventories	HA	Dir		
19.3 Construction	HA, J	Dir		
<i>20. Administration</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
20.1 Annual program	Dir, HS, HP, HA	Dir		all
<i>21. Gifts</i>				
<b>Tasks</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>A</b>
21.1 Gifts for length of service/birth congratulations/letters of condolence	Ps	P		Dir
<b>Mediathek</b>				
22.1 Mediathek	librarian	Dir	librarian	all

### Special Needs

23. Measures for students with special needs (Spezielle Förderung)				
23.1 Evaluation of Special Needs support	HP, HS	HP, HS	parents	all
23.2 Assignment of students to DaF (extra German)	HP, HS	HP, HS	parents	all
23.3 Assignment of students to psychologist	HP, HS	HP, HS	HT	all