

Possible Tasks to Delegate to Others

Task you are currently doing	Who could be doing it instead	How this process could work differently
Entering behavior documentation forms into software; creating data reports for analysis	An office assistant; the school counselor; a paraprofessional	Instead of teachers putting behavior documentation forms in your office, they would go to the person you designate. This process does not have to be done daily; consider entering the information 1-2 times a week.
Running attendance reports; generating letters to families	An office assistant; the school counselor; the student information system (SIS) software	Attendance processes by and large can be automated by whatever SIS software you are currently using. Help the person designated with this task to create a recurring calendar event as a reminder to complete these processes.
Submitting purchase requests and expense receipts; reconciling the budget	An office assistant	Communicate with teachers the change in procedures, that they now hand receipts and submit requests for purchases to the designated staff member. Work with this person in the beginning to help them learn the budget codes and expectations for submissions.

Adapted from: iWorker.com