

### Job Responsibilities by Division Wealth

The wealth of the school division and who performs the personnel job responsibilities are presented. The divisions responding to the survey were grouped as either poor, middle wealth, or wealthy. Data on who performs personnel job responsibilities in these divisions are in Tables 10-12 according to their composite index.

Poor divisions were those with a composite index equal to or less than .3157. In these divisions forty percent or more of the superintendents assumed responsibility for administering the personnel budget (40%). Forty percent or more of the assistant superintendent performed in these divisions exit interviews (45%) and supervised the wellness program (40%). Twenty-two percent or more of the poor school divisions had personnel directors performing any of the job responsibilities.

Middle wealth school divisions were those with a composite index equal to or greater than .3158 but equal to or less than .3975. Forty percent or more of superintendents in the divisions performed the following job responsibilities: establishing guidelines outlining the number and type of staff that a school or office may hire (48%), administering procedures for internal promotions and transfers (44%), developing salary schedules (44%), reviewing and mediating grievance procedures (44%), administering guidelines for reduction-in-force (44%), conducting pre-employment testing (40%), supervising EEOC complaints (40%), administering the tuition assistance program (40%), and coordinating the employee assistance program (40%).

Wealthy school divisions were those with a composite index is equal to or greater