

Job Responsibilities by Division Size

Data on the relationship between division size and who performs the personnel function are in Tables 17-19. The school divisions were divided in groups according to student population. School divisions equal to but less than 1,000 students, those greater than or equal 1,001 students but equal to or less than 2,950 students, and those greater than or equal 2,951 students but equal to or less than 5,000 students are the three groups used according to size for the purpose of this study. The percentage of persons performing the job responsibility is listed for each responding job position.

In school divisions with 1,000 or less students, superintendents were responsible for all ten personnel functions: planning, recruitment, selection, induction, appraisal, compensation, development, justice, continuity, and information. Of the 53 job responsibilities on the questionnaire, superintendents in divisions with 1,000 or less students performed 47 (88.7%) out of the 53 job responsibilities in the division. Six of the job responsibilities were performed by superintendents in fifty percent or less of the school division: developing guidelines and procedures for staff evaluation (25%), acting as the supervising office for substitute teachers in regard to accounting for hours and payment (37%), administering the employee health insurance program (37%), administering unemployment compensation claims (37%), administering workers' compensation claims, (37%) and developing disciplinary procedures (37%). In divisions equal to but less than 1,000 students, there were only five school divisions that responded to the survey. However, the results indicated