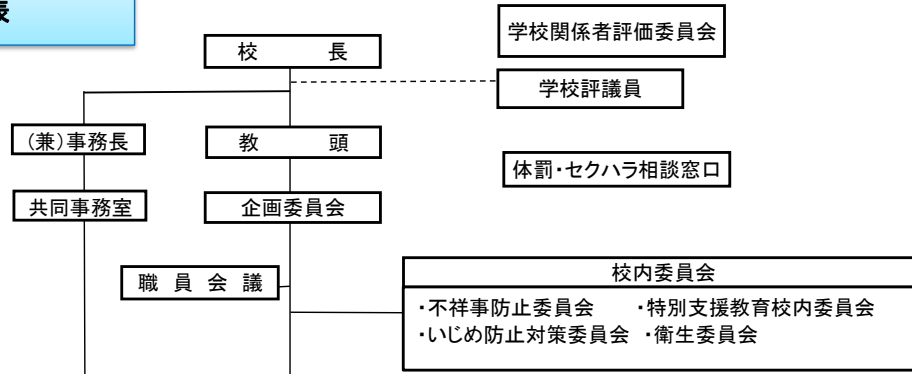


R3 一役一人制に基づく
校務分担表



- ・企画委員会(校長・教頭・教務主任)
- ・不祥事防止委員会(校長・教頭・教務主任)
- ・いじめ防止対策委員会(校長・教頭・生徒指導主事)
- ・特別支援教育校内委員会(校長・教頭・教務主任・特別支援教育Co)
- ・衛生委員会(校長・教頭・学校医・養護教諭 教諭)
- ・特別支援教育コーディネーター
- ・「学びの变革」推進担当教員
- ・道徳教育推進教師
- ・人権教育推進担当教員
- ・外国語教育中核教員
- ・保小連携担当教員

| 総務部 | | 生活安全部 | | 教務部 | | 研究部 | | 学校保健委員会 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 管理 | 事務 | 生徒指導主事 | 保健主事 | 教務主任 | 研究主任 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr><th>分担内容</th></tr> <tr><td>人事・サービス・学校経営・沿革史</td></tr> <tr><td>出勤簿・休暇簿・諸届・旅行命令・出張調整</td></tr> <tr><td>勤務時間・校内規程・学校評価</td></tr> <tr><td>学校要覧</td></tr> <tr><td>施設使用許可</td></tr> <tr><td>防災計画・施設設備管理</td></tr> <tr><td>教材備品購入計画・台帳管理</td></tr> <tr><td>安全点検・安全管理</td></tr> <tr><td>放送機器・視聴覚機器管理整備</td></tr> <tr><td>パソコン整備・管理</td></tr> <tr><td>体育施設・備品安全管理</td></tr> <tr><td>学校園管理</td></tr> <tr><td>学校施設設備の管理・整備</td></tr> <tr><td>各教室施設設備管理・整備</td></tr> <tr><td>校舎内外整備・環境整備</td></tr> <tr><td>学校日誌</td></tr> </table> | 分担内容 | 人事・サービス・学校経営・沿革史 | 出勤簿・休暇簿・諸届・旅行命令・出張調整 | 勤務時間・校内規程・学校評価 | 学校要覧 | 施設使用許可 | 防災計画・施設設備管理 | 教材備品購入計画・台帳管理 | 安全点検・安全管理 | 放送機器・視聴覚機器管理整備 | パソコン整備・管理 | 体育施設・備品安全管理 | 学校園管理 | 学校施設設備の管理・整備 | 各教室施設設備管理・整備 | 校舎内外整備・環境整備 | 学校日誌 | <table border="1"> <tr><th>分担内容</th></tr> <tr><td>P T A関係</td></tr> <tr><td>学校保健委員会</td></tr> <tr><td>貸し切りバス利用</td></tr> <tr><td>保小連携</td></tr> <tr><td>文書收受・発送・保管</td></tr> <tr><td>学校便り</td></tr> <tr><td>学校掲示計画</td></tr> <tr><td>ホームページ</td></tr> <tr><td>職員福利厚生</td></tr> <tr><td>就学援助事務</td></tr> <tr><td>福祉教育事務</td></tr> <tr><td>J R C教育事務</td></tr> <tr><td>学校関係者評価委員会</td></tr> <tr><td>教科用図書・指導書</td></tr> <tr><td>給与・旅費関係</td></tr> <tr><td>入学説明会</td></tr> <tr><td>町費</td></tr> <tr><td>就学援助費</td></tr> <tr><td>スポーツ振興センター</td></tr> <tr><td>町費助成(特色会計)</td></tr> <tr><td>福祉助成</td></tr> <tr><td>J R C助成</td></tr> <tr><td>P T A会計</td></tr> <tr><td>学級会計</td></tr> </table> | 分担内容 | P T A関係 | 学校保健委員会 | 貸し切りバス利用 | 保小連携 | 文書收受・発送・保管 | 学校便り | 学校掲示計画 | ホームページ | 職員福利厚生 | 就学援助事務 | 福祉教育事務 | J R C教育事務 | 学校関係者評価委員会 | 教科用図書・指導書 | 給与・旅費関係 | 入学説明会 | 町費 | 就学援助費 | スポーツ振興センター | 町費助成(特色会計) | 福祉助成 | J R C助成 | P T A会計 | 学級会計 | <table border="1"> <tr><th>分担内容</th></tr> <tr><td>生徒指導推進計画</td></tr> <tr><td>小中連携</td></tr> <tr><td>日常生活習慣指導</td></tr> <tr><td>問題行動への対応</td></tr> <tr><td>掲示物計画・指導</td></tr> <tr><td>防災訓練計画及び実施</td></tr> <tr><td>不審者対応訓練</td></tr> <tr><td>交通安全教室</td></tr> <tr><td>通学班指導</td></tr> <tr><td>街頭指導計画</td></tr> <tr><td>安全点検</td></tr> <tr><td>保健指導</td></tr> <tr><td>保健指導計画・健康診断・疾病損害対策・保健健康指導・食教育・性教育・カウンセリング</td></tr> <tr><td>清掃</td></tr> <tr><td>清掃分担・指導</td></tr> <tr><td>体づくり</td></tr> <tr><td>体づくり企画実施(業間体育)</td></tr> <tr><td>運動に関する行事</td></tr> <tr><td>給食</td></tr> <tr><td>給食指導</td></tr> <tr><td>共同調理場との連携</td></tr> <tr><td>健康</td></tr> <tr><td>就学時健康診断</td></tr> <tr><td>健康安全に関する行事</td></tr> </table> | 分担内容 | 生徒指導推進計画 | 小中連携 | 日常生活習慣指導 | 問題行動への対応 | 掲示物計画・指導 | 防災訓練計画及び実施 | 不審者対応訓練 | 交通安全教室 | 通学班指導 | 街頭指導計画 | 安全点検 | 保健指導 | 保健指導計画・健康診断・疾病損害対策・保健健康指導・食教育・性教育・カウンセリング | 清掃 | 清掃分担・指導 | 体づくり | 体づくり企画実施(業間体育) | 運動に関する行事 | 給食 | 給食指導 | 共同調理場との連携 | 健康 | 就学時健康診断 | 健康安全に関する行事 | <table border="1"> <tr><th>分担内容</th></tr> <tr><td>教育課程編成・日課表</td></tr> <tr><td>時間割編成及び変更</td></tr> <tr><td>学力テスト</td></tr> <tr><td>補助教材関係</td></tr> <tr><td>各種年間指導計画</td></tr> <tr><td>授業時数</td></tr> <tr><td>出席日数</td></tr> <tr><td>指導要録</td></tr> <tr><td>出席簿</td></tr> <tr><td>卒業台帳</td></tr> <tr><td>あゆみ</td></tr> <tr><td>転出入児童関係</td></tr> <tr><td>教科用図書・指導書</td></tr> <tr><td>家庭訪問計画</td></tr> <tr><td>自習計画</td></tr> <tr><td>作品応募・受賞関係</td></tr> <tr><td>儀式</td></tr> <tr><td>学芸的行事</td></tr> <tr><td>山ゆり活動</td></tr> <tr><td>朝会計画</td></tr> </table> | 分担内容 | 教育課程編成・日課表 | 時間割編成及び変更 | 学力テスト | 補助教材関係 | 各種年間指導計画 | 授業時数 | 出席日数 | 指導要録 | 出席簿 | 卒業台帳 | あゆみ | 転出入児童関係 | 教科用図書・指導書 | 家庭訪問計画 | 自習計画 | 作品応募・受賞関係 | 儀式 | 学芸的行事 | 山ゆり活動 | 朝会計画 | <table border="1"> <tr><th>分担内容</th></tr> <tr><td>研究推進</td></tr> <tr><td>研修計画</td></tr> <tr><td>自主公開計画実施</td></tr> <tr><td>授業研究</td></tr> <tr><td>授業研究の記録・保存</td></tr> <tr><td>校内研修の企画運営</td></tr> <tr><td>遠足・修学旅行</td></tr> <tr><td>勤労生産・奉仕活動</td></tr> <tr><td>クラブ活動</td></tr> <tr><td>委員会活動</td></tr> <tr><td>学級会活動</td></tr> <tr><td>野外活動・集団宿泊</td></tr> <tr><td>児童会執行部</td></tr> </table> | 分担内容 | 研究推進 | 研修計画 | 自主公開計画実施 | 授業研究 | 授業研究の記録・保存 | 校内研修の企画運営 | 遠足・修学旅行 | 勤労生産・奉仕活動 | クラブ活動 | 委員会活動 | 学級会活動 | 野外活動・集団宿泊 | 児童会執行部 |
| 分担内容 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 人事・サービス・学校経営・沿革史 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出勤簿・休暇簿・諸届・旅行命令・出張調整 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 勤務時間・校内規程・学校評価 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校要覧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 施設使用許可 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 防災計画・施設設備管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教材備品購入計画・台帳管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 安全点検・安全管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 放送機器・視聴覚機器管理整備 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| パソコン整備・管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 体育施設・備品安全管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校園管理 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校施設設備の管理・整備 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 各教室施設設備管理・整備 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 校舎内外整備・環境整備 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校日誌 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 分担内容 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P T A関係 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校保健委員会 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 貸し切りバス利用 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 保小連携 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 文書收受・発送・保管 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校便り | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校掲示計画 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ホームページ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 職員福利厚生 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 就学援助事務 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 福祉教育事務 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J R C教育事務 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校関係者評価委員会 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 校内研修の企画運営 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 勤労生産・奉仕活動 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| クラブ活動 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 委員会活動 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学級会活動 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 野外活動・集団宿泊 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 児童会執行部 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |