LA Unified Integrated Safe School Plan

Essential Functions for Continuity of Service at School

CONTINUITY WORKSHEET: KEY PERSONNEL

Every school should develop a continuity of operations system for essential central office functions, including payroll, custodial service, waste management, food service, transportation, and facility maintenance (including daily cleaning of student and staff restrooms, kitchen and dining areas, and classrooms). The school administration (and all school district offices) should have a plan in place and begin any necessary cross-training or information exchange **before** it is needed.

This Worksheet is used to determine the order of succession for key positions that support each Essential Function.

Step 1: List each Essential Function carried out by the school

Step 2: List the title of the positions that are critical to carrying out the Essential Function.

Step 3: For each position, list the successor or successors who will be responsible for ensuring that the Essential Function is carried out and are cross-trained in the function in the event that the current individual is unable to perform the responsibilities of that position.

Essential Function	Key Position	Best Alternate(s)