

ADMINISTRATION

Superintendent

<b>The Board will:</b>	<b>The Superintendent will:</b>
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.

<b>The Board will:</b>	<b>The Superintendent will:</b>
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

NOTE: A copy of the Superintendent's evaluation tool and job description may be included.

Legal Reference:      ARM 10.55.701      Board of Trustees

Procedure History:

Promulgated on: 07/20/2004

Reviewed on:

Revised on:

2  
3 **ADMINISTRATION**

4 Superintendent - Duties and Authority

5  
6 The Superintendent is the District’s executive officer and is responsible for the administration and  
7 management of District schools, in accordance with Board policies and directives and state and federal  
8 law. The Superintendent is authorized to develop administrative procedures to implement Board policy  
9 and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the  
10 Superintendent of responsibility for that which was delegated.

11  
12 Qualifications and Appointment

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14 The Superintendent must be of good character and of unquestionable morals and integrity. The  
15 Superintendent will have the experience and skills necessary to work effectively with the Board, District  
16 employees, students, and the community. **The Superintendent must be appropriately licensed and  
17 endorsed in accordance with state statutes and Board of Public Education rules; or considered  
18 appropriately assigned if the Superintendent is enrolled in an internship program as defined in  
19 ARM 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702.**

20  
21 **When the office of the Superintendent becomes vacant, the Board will conduct a search to find the  
22 most capable person for the position. Qualified staff members who apply for the position will be  
23 considered for the vacancy.**

24  
25 Administrative Work Year

26  
27 **The Superintendents’ work year will correspond with the District’s fiscal year, unless otherwise  
28 stated in an employment agreement. In addition to legal holidays, the Superintendent will have  
29 vacation periods as approved by the Board of Trustees. [The Board of Trustees must give the  
30 Superintendent prior approval for time away from the District as included in this policy.]**

31  
32 Evaluation

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34 At least annually, and in accordance with the Superintendent’s contract, the Board will evaluate the  
35 performance of the Superintendent, using standards and objectives developed by the Superintendent and  
36 the Board, which are consistent with District mission and goal statements. A specific time shall be  
37 designated for a formal evaluation session. The evaluation will include a discussion of professional  
38 strengths, as well as performance areas needing improvement.

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40 Compensation and Benefits

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42 The Board and the Superintendent will enter into a contract which conforms to this policy and state law.  
43 The contract will govern the employment relationship between the Board and the Superintendent.

44  
45 Termination

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47 In the event that a majority of the board wishes to terminate the superintendent’s services at the expiration  
48 of the current contract, the superintendent shall be so notified in writing by February 1<sup>st</sup> of the final year  
49 of the contract.

1 Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high school  
2 principal  
3 ARM 10.55.602 Definition of Internship  
4 ARM 10.55.607 Internships  
5 ARM 10.55.701 Board of Trustees  
6 ARM 10.55.702 Licensure and Duties of District Administrator –  
7 District Superintendent

8 Policy History:  
9 Adopted on: 7/20/2004  
10 Reviewed on:  
11 Revised on:

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3 **ADMINISTRATION**

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5 Duties and Qualifications of Administrative Staff Other Than Superintendent

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7 Duty and Authority

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9 As authorized by the Superintendent, administrative staff will have full responsibility for day-to-day  
10 administration of the area to which they are assigned. Administrative staff are governed by Board  
11 policies and are responsible for implementing administrative procedures relating to their assigned  
12 responsibilities.

13  
14 Each administrator’s duties and responsibilities will be set forth in a job description for that particular  
15 position and, at a minimum, include, but not be limited to the following:

- 16 1. Planning for the improvement of the program for which he/she is responsible.
- 17 18 2. Evaluating that program regularly.
- 19 20 3. Recommending to the superintendent budgetary, program, staff and other changes that will  
21 22 enhance the program.
- 23 24 4. Advising the superintendent of the impact of proposed policies or other administrative  
25 26 actions on the programs for which he/she is responsible.
- 27 28 5. Evaluating the performance of those staff as assigned.
- 29 30 6. Assisting his/her subordinates to improve their performance.
- 31 32 7. Promoting effective working relationships with students, staff and patrons of the district.
- 33 34 8. Maintaining a progressive community/staff relations program within their building or  
35 assigned area.

36 Qualifications

37  
38 All administrative personnel **must be appropriately licensed and endorsed in accordance with**  
39 **state statutes and Board of Public Education rules, or be considered appropriately assigned if**  
40 **the administrator is enrolled in an internship as defined in ARM 10.55.602 and meets the**  
41 **requirements of ARM 10.55.607**, and must meet other qualifications as specified in their position’s  
42 job description.

43  
44 Administrative Work Year

45  
46 The administrators’ work year will correspond with the District’s fiscal year, unless otherwise stated  
47 in an employment agreement. In addition to legal holidays, the administrators will have vacation  
48 periods as approved by the Superintendent.

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Compensation and Benefits

Administrators will receive compensation and benefits as stated in their employment agreements.

Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district superintendent or county high school principal
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	10.55.701, ARM	Board of Trustees
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships

Policy History:

Adopted on: 05/18/1995  
Reviewed on:  
Revised on: 07/20/2004

**BIGFORK SCHOOL DISTRICT NO. 38  
ADMINISTRATOR PERFORMANCE EVALUATION**

NAME:

POSITION:

EVALUATION PERIOD - FROM:

THROUGH:

EVALUATOR:

**A summary of the major purposes of performance appraisals are as follows:**

- < An objective review of professional and personal performance relative to assigned job responsibilities
- < Performance improvement where necessary
- < Determination of Commendation for positive performance
- < Compensation for completion of job responsibilities and assignments

The process is designed to assist the administrator and supervisor to cooperatively formulate and record an appraisal of the individual's performance. Performance appraisal is a measure of the results of an individual's efforts toward his professional job responsibilities and district goals as identified and directed by the Board of Trustees and the Superintendent.

**This evaluation contains the following components:**

- Major accomplishments for the \_\_\_\_\_ school year
- Observed professional and personal skills which positively impact job performance
- Professional and personal skills requiring improvement
- Progress on previous year professional and personal skills requiring improvement
- Observed performance of professional responsibilities
- Professional responsibilities requiring improvement
- Progress on previous year professional responsibilities requiring improvement
- Formal Administrative Improvement Plan
- Summation of evaluation
- Special assignments for the \_\_\_\_\_ school year
- Compensation

**Major Accomplishments**

**Observed Professional and Personal Skills**

**Observed Performance of Professional Responsibilities**



**SUMMATION**

**Compensation**

Please be aware that your future compensation level will be determined by this and future performance evaluations.

Signature of Employee

Signature of Evaluator

Date

Date

*Original - employee file  
Copy - employee*



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6 **ADMINISTRATIVE IMPROVEMENT PLAN**  
7

8  
9 Name: \_\_\_\_\_ Position:  
10 Improvement Period - From: \_\_\_\_\_ Through:

11  
12 Evaluator:  
13  
14

15 This Improvement Plan is intended to clarify the items listed on your 200\_\_ / 200\_\_ performance  
16 evaluation and to provide you with direction relative to your professional improvement needs.  
17 These recommendations and directions should be heeded immediately to improve administrative  
18 effectiveness and ensure that your performance is in compliance with your job description,  
19 professional assignment, and Board Policy. Failure to successful adopt and implement the  
20 directives of this improvement plan may result in further administrative action.  
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31 **Special Note**

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33 Recognition of receipt of formal Administrative Improvement Plan  
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35 \_\_\_\_\_  
36 Signature of Employee      Date      Signature of Evaluator      Date  
37

38  
39 F:\datafile1\Secretary\Personnel\Evaluations\Administrators\Administrative Improvement Plan.wpd  
40

41 **Policy History:**

42 Adopted on:  
43 Reviewed on:  
44 Revised on:



5 ADMINISTRATIVE SPECIAL ASSIGNMENTS

8 ADMINISTRATOR: \_\_\_\_\_

10 1. SPECIAL ASSIGNMENT NO.: \_\_\_\_\_ FOLLOW-UP DATE: \_\_\_\_\_

12 PROGRESS OR MODIFICATION: \_\_\_\_\_  
13 \_\_\_\_\_  
14 \_\_\_\_\_

16 2. SPECIAL ASSIGNMENT NO.: \_\_\_\_\_ FOLLOW-UP DATE: \_\_\_\_\_

18 PROGRESS OR MODIFICATION: \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_

22 3. SPECIAL ASSIGNMENT NO.: \_\_\_\_\_ FOLLOW-UP DATE: \_\_\_\_\_

24 PROGRESS OR MODIFICATION: \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_

28 4. SPECIAL ASSIGNMENT NO.: \_\_\_\_\_ FOLLOW-UP DATE: \_\_\_\_\_

30 PROGRESS OR MODIFICATION: \_\_\_\_\_  
31 \_\_\_\_\_  
32 \_\_\_\_\_

34 5. SPECIAL ASSIGNMENT NO.: \_\_\_\_\_ FOLLOW-UP DATE: \_\_\_\_\_

36 PROGRESS OR MODIFICATION: \_\_\_\_\_  
37 \_\_\_\_\_  
38 \_\_\_\_\_

39 *Use back of this sheet if more space is needed*

41 F:\datafile1\Secretary\Personnel\Evaluations\Administrators\Admin special assignments MASTER.wpd

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:



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3 **ADMINISTRATION**

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5 Principals

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7 Principals are the chief administrators of their assigned schools **and are responsible for the**  
8 **day-to-day operation of their building.** The primary responsibility of Principals is the  
9 development and improvement of instruction. The majority of the Principals' time shall be spent  
10 on curriculum and staff development through formal and informal activities, establishing clear  
11 lines of communication regarding the school rules, accomplishments, practices, and policies with  
12 parents and teachers. Principals are responsible for management of their staff, maintenance of  
13 the facility and equipment, administration of the educational program, control of the students  
14 attending the school, management of the school's budget, and communication between the  
15 school and the community, **and enforcement of District policy. Principals will be evaluated**  
16 **in accordance with ARM 10.55.701(4)(a)(b).**

17  
18 **The Superintendent will develop, administer, and review with the Board chairperson an**  
19 **annual performance evaluation for all district administrators. Principal evaluations shall**  
20 **be completed no later than June 15<sup>th</sup> of each year.**

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22 **The evaluation format shall include but not be limited to the following:**

- 23  
24
  - **A summary of the major purposes of performance approvals**
  - **Identification of evaluation components that stress accomplishments and areas requiring improvement.**
  - **Special assignments**
  - **Compensation**

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31 Legal Reference:     § 20-4-403, MCA     Powers and duties of principal  
32                             10.55.701, ARM     Board of Trustees  
33                             10.55.703, ARM     Licensure and Duties of School Principal

34  
35 Policy History:

36 Adopted on: 07/20/2004

37 Reviewed on:

38 Revised on:





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3 **ADMINISTRATION**

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5 Evaluation of Administrative Staff

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7 Each administrator will be evaluated annually, in order to provide guidance and direction to the  
8 administrator in the performance of his/her assignment. Such evaluation will be based on job  
9 descriptions, accomplishment of annual goals and performance objectives, and established  
10 evaluative criteria.

11  
12 The Superintendent shall establish procedures for the conduct of these evaluations. Near the  
13 beginning of the school year, the Superintendent shall inform the administrator of the criteria to  
14 be used for evaluation purposes, including the adopted goals for the District. Such criteria shall  
15 include performance statements dealing with leadership; administration and management; school  
16 financing; professional preparation; effort toward improvement; interest in students, staff,  
17 citizens, and programs; and staff evaluation.

18  
19 Both the evaluator and the administrator involved in the evaluation will sign the written  
20 evaluation report and retain a copy for their records. A person being evaluated has the right to  
21 submit and attach a written statement to the evaluation within a reasonable time following the  
22 evaluation conference.

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26 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than  
27 Superintendent

28  
29 Legal Reference: 10.55.701, ARM Board of Trustees

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31 Policy History:

32 Adopted on:

33 Reviewed on:

34 Revised on: