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3 **ADMINISTRATION**

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6 Superintendent - Duties and Authority

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

13  
14 Qualifications and Appointment

15  
16 The Superintendent must be of good character and of unquestionable morals and integrity. The  
17 Superintendent will have the experience and skills necessary to work effectively with the Board, District  
18 employees, students, and the community. The Superintendent must be appropriately licensed and  
19 endorsed in accordance with state statutes and Board of Public Education rules; or considered  
20 appropriately assigned if the Superintendent is enrolled in an internship program as defined in ARM  
21 10.55.602 and meets the requirements of ARM 10.55.607 and ARM 10.55.702.

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

26  
27 Administrative Work Year

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

33  
34 Evaluation

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

41  
42 Compensation and Benefits

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

46  
47 Termination

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

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Legal Reference: § 20-4-402, MCA  
ARM 10.55.602  
ARM 10.55.607  
ARM 10.55.701  
ARM 10.55.702

Duties of district superintendent or county high school principal  
Definition of Internship  
Internships  
Board of Trustees  
Licensure and Duties of District Administrator –  
District Superintendent

Policy History:

Adopted on: 7/20/2004

**First Reading on: 12/8/21**

**Second Reading/Adopted on:**

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

Policy History:

Promulgated on: 07/20/2004

First Reading on: 12/8/21

Second Reading/Adopted on:

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3 **ADMINISTRATION**

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6 Duties and Qualifications of Administrative Staff Other Than Superintendent

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8 Duty and Authority

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

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

- 17
- 18 1. Planning for the improvement of the program for which he/she is responsible.
- 19
- 20 2. Evaluating that program regularly.
- 21
- 22 3. Recommending to the superintendent budgetary, program, staff and other changes that will
- 23 enhance the program.
- 24
- 25 4. Advising the superintendent of the impact of proposed policies or other administrative actions on
- 26 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 assigned
- 35 area.
- 36

37 Qualifications

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

43  
44 Administrative Work Year

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46 The administrators’ work year will correspond with the District’s fiscal year, unless otherwise stated in an  
47 employment agreement. In addition to legal holidays, the administrators will have vacation periods as  
48 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  
Revised on: 07/20/2004  
**First Reading on: 12/8/21**  
**Second Reading/Adopted 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 day-to-day  
8 operation of their building. The primary responsibility of Principals is the development and improvement  
9 of instruction. The majority of the Principals' time shall be spent on curriculum and staff development  
10 through formal and informal activities, establishing clear lines of communication regarding the school  
11 rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for  
12 management of their staff, maintenance of the facility and equipment, administration of the educational  
13 program, control of the students attending the school, management of the school's budget, and  
14 communication between the school and the community, and enforcement of District policy. Principals  
15 will be evaluated in accordance with ARM 10.55.701(4)(a)(b).  
16

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

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

- 22 • A summary of the major purposes of performance approvals
- 23 • Identification of evaluation components that stress accomplishments and areas requiring
- 24 improvement.
- 25 • Special assignments
- 26 • Compensation
- 27
- 28
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30 Legal Reference:	§ 20-4-403, MCA	Powers and duties of principal
	10.55.701, ARM	Board of Trustees
	10.55.703, ARM	Licensure and Duties of School Principal

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34 Policy History:

35 Adopted on: 07/20/2004

36 **First Reading on: 12/8/21**

37 **Second Reading/Adopted on:**

**BIGFORK SCHOOL DISTRICT #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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4 ADMINISTRATIVE IMPROVEMENT PLAN

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6  
7 Name: \_\_\_\_\_ Position: \_\_\_\_\_

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9 Improvement Period – From: \_\_\_\_\_ Through: \_\_\_\_\_

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11  
12 Evaluator: \_\_\_\_\_

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15 This Improvement Plan is intended to clarify the items listed on your 20\_\_ / 20\_\_ performance  
16 evaluation and to provide you with direction relative to your professional improvement needs. These  
17 recommendations and directions should be heeded immediately to improve administrative effectiveness  
18 and ensure that your performance is in compliance with your job description, professional assignment,  
19 and Board Policy. Failure to successful adopt and implement the directives of this improvement plan may  
20 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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36 \_\_\_\_\_  
Signature of Employee                      Date                      Signature of Evaluator                      Date

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38  
39 Google\Shared drives\Payroll\Personnel\Evaluations\Administrators\Administrative Improvement Plan.wpd

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41 Policy History:

42 **First Reading on: 12/8/21**

43 **Second Reading/Adopted on:**

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3 ADMINISTRATIVE SPECIAL ASSIGNMENTS

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6 ADMINISTRATOR: \_\_\_\_\_

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

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10 PROGRESS OR MODIFICATION: \_\_\_\_\_

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12 \_\_\_\_\_

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

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16 PROGRESS OR MODIFICATION: \_\_\_\_\_

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18 \_\_\_\_\_

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

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22 PROGRESS OR MODIFICATION: \_\_\_\_\_

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24 \_\_\_\_\_

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

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28 PROGRESS OR MODIFICATION: \_\_\_\_\_

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

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34 PROGRESS OR MODIFICATION: \_\_\_\_\_

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

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41 Google Drive:\Payroll\Personnel\Evaluations\Administrators\Admin special assignments MASTER.wpd

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45 Policy History:

46 **First Reading on: 12/8/21**

47 **Second Reading/Adopted on:**

2  
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 evaluative  
10 criteria.

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

17  
18 Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report  
19 and retain a copy for their records. A person being evaluated has the right to submit and attach a written  
20 statement to the evaluation within a reasonable time following the evaluation conference.

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24 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than  
25 Superintendent

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27 Legal Reference: 10.55.701, ARM Board of Trustees

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32 Policy History:

33 **First Reading on: 12/8/21**

34 **Second Reading/Adopted on:**