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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.

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37 Qualifications

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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.

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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:

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