

Duties of Administrative Staff

As authorized by the superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the district and are responsible for implementing the administrative procedures which relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position and, at a minimum, include, but not be limited to the following:

1. Planning for the improvement of the program for which he/she is responsible.
2. Evaluating that program regularly.
3. Recommending to the superintendent budgetary, program, staff and other changes that will enhance the program.
4. Advising the superintendent of the impact of proposed policies or other administrative actions on the programs for which he/she is responsible.
5. Evaluating the performance of those staff as assigned.
6. Assisting his/her subordinates to improve their performance.
7. Promoting effective working relationships with students, staff and patrons of the district.
8. Maintaining a progressive community/staff relations program within their building or assigned area.
9. Qualifications: All administrative personnel who supervise certified staff shall have a valid administrator's certificate and appropriate endorsements issued by the State Certification Board, and other qualifications as specified in the position's job description.
10. Administrative Work Year: The administrators' work year shall be stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.
11. Compensation and Benefits: The administrators shall receive compensation and benefits as stated in the employment agreement.

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

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