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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.

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14 Qualifications and Appointment

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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.

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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.

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27 Administrative Work Year

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29 The Superintendents’ work year will correspond with the District’s fiscal year, unless otherwise stated in
30 an employment agreement.

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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.

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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 1st of the final year
49 of the contract.

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Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships
	ARM 10.55.701	Board of Trustees
	ARM 10.55.702	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: 1/12/22