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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).

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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.

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

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- 23 • A summary of the major purposes of performance approvals
- 24 • Identification of evaluation components that stress accomplishments and areas requiring
- 25 improvement.
- 26 • Special assignments
- 27 • Compensation
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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: 1/12/22