

ARLEE PUBLIC SCHOOLS

6000 SERIES ADMINISTRATION

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5 Goals

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7 The administrative staff's primary functions are to manage the District and to facilitate the
8 implementation of a quality educational program. It is the goal of the Board that the
9 administrative organization:

- 10
11 1. Provide for efficient and responsible supervision, implementation, evaluation, and
12 improvement of the instructional program, consistent with the policies established by the
13 Board;
14
15 2. Provide effective and responsive communication with staff, students, parents, and other
16 citizens; and
17
18 3. Foster staff initiative and rapport.

19
20 The District's administrative organization will be designed so that all divisions and departments
21 of the District are part of a single system guided by Board policies implemented through the
22 Superintendent. Principals and other administrators are expected to administer their facilities in
23 accordance with Board policy and the Superintendent's rules and procedures.
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27 Policy History:

28 Adopted on: 2/14/02

29 Reviewed on: 3/10/09

30 Revised on:

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Superintendent

Duties and Authorities

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

Qualifications and Appointment

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

Evaluation

At least annually, by the regular January board meeting, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with District mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

Compensation and Benefits

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

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 10.55.702	Licensure and Duties of District Administrator – District Superintendent

Policy History:

Adopted on:

Reviewed on: 3/10/09, 7/29/19

Revised on: 1/10/02, 3/17/2014

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Superintendent

The Board will:	The Superintendent will:
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.

The Board will:	The Superintendent will:
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.

Procedure History:

Promulgated on:

Reviewed on: 3/10/09, 7/29/19

Revised on: 1/10/02

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5 District Organization

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7 The Superintendent shall develop an organizational chart indicating the channels of authority and
8 reporting relationships for school personnel. These channels should be followed, and no level
9 should be bypassed, except in unusual circumstances.

10
11 The organization of District positions of employment for purposes of supervision, services,
12 leadership, administration of Board policy, and all other operational tasks shall be on a “line and
13 staff” basis. District personnel occupying these positions of employment shall carry out their
14 duties and responsibilities on the basis of line and staff organization.

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18 Policy History:

19 Adopted on: 3/10/09

20 Reviewed on: 7/29/19

21 Revised on:

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6 Duties and Qualifications of Administrative Staff Other Than Superintendent

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8 Duty and Authority

9
10 As authorized by the Superintendent, administrative staff will have full responsibility for day-to-
11 day administration of the area to which they are assigned. Administrative staff are governed by
12 Board policies and are responsible for implementing administrative procedures relating to their
13 assigned responsibilities.

14
15 Each administrator's duties and responsibilities will be set forth in a job description for that
16 particular position.

17
18 Qualifications

19
20 All administrative personnel must be appropriately licensed and endorsed in accordance with state
21 statutes and Board of Public Education rules, or be considered appropriately assigned if the
22 administrator is enrolled in an internship as defined in ARM 10.55.602 and meets the requirements of
23 ARM 10.55.607, and must meet other qualifications as specified in their position's job description.

24
25 Administrative Work Year

26
27 The administrators' work year will correspond with the District's fiscal year, unless otherwise
28 stated in an employment agreement. In addition to legal holidays, the administrators will have
29 vacation periods as approved by the Superintendent.

30
31 Compensation and Benefits

32
33 Administrators will receive compensation and benefits as stated in their employment agreements.

34
35 Legal Reference: § 20-4-401, MCA Appointment and dismissal of district
36 § 20-4-402, MCA superintendent or county high school principal
37 10.55.701, ARM Duties of district superintendent or county high
38 ARM 10.55.602 school principal
39 ARM 10.55.607 Board of Trustees
40 Definition of Internship
41 Internships

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43 Policy History:

44 Adopted on: 3/10/09

45 Reviewed on: 7/29/19

46 Revised on: 3/17/2014

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Principals

Principals are the chief administrators of their assigned schools and are responsible for the day-to-day operation of their building. The primary responsibility of Principals is the development and improvement of instruction. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b).

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

Policy History:

Adopted on: 3/10/09

Reviewed on: 7/29/19

Revised on: 3/17/2014

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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
10 evaluative criteria.

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

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

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26 Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than
27 Superintendent

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29 Legal Reference: 10.55.701, ARM Board of Trustees

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31 Policy History:

32 Adopted on:

33 Reviewed on: 3/10/09, 7/29/19

34 Revised on: 1/10/02

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5 Professional Growth and Development

7 The Board recognizes that training and study for administrators contribute to skill development
8 necessary to better serve the District's needs. Each year the Superintendent should develop an
9 administrative in-service program based on the needs of the District, as well as the needs of
10 individual administrators.

12 Administrative staff are encouraged to be members of and participate in professional associations
13 which have as their purposes the upgrading of school administration and the continued
14 improvement of education in general.

18 Legal Reference: § 20-1-304, MCA Pupil-instruction-related day

20 Policy History:

21 Adopted on: 3/10/09

22 Reviewed on: 7/29/19

23 Revised on: