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| R = required | School District 50, County of Glacier **East Glacier Park Grade School** |
| **6000 SERIES** |
|  |
|  | **ADMINISTRATION** |
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# School District 50, County of Glacier

## East Glacier Park Grade School

### administration 6000

#### Goals

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

1. Provide for efficient and responsible supervision, implementation, evaluation, and improvement of the instructional program, consistent with the policies established by the Board;
2. Provide effective and responsive communication with staff, students, parents, and other citizens; and
3. Foster staff initiative and rapport.

The District’s administrative organization will be designed so that all divisions and departments of the District are part of a single system guided by Board policies implemented through the Superintendent. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent’s rules and procedures.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School R

### administration 6110

#### Superintendent - Duties and Authority

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.

#### Administrative Work Year

The Superintendents’ work year will correspond with the District’s fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the Superintendent will have vacation periods as approved by the Board of Trustees.

#### Evaluation

At least annually, and in accordance with the Superintendent’s contract, 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 10.55.701 | Board of Trustees |
|  | ARM 10.55.702 | Licensure and Duties of District Administrator – |
|  |  | District Superintendent |

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School R

### administration 6110P

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Superintendent

|  |  |
| --- | --- |
| **The Board will:** | **The Superintendent will:** |
| Select the Superintendent and delegate to | Serve as chief executive officer of the |
| him/her all necessary administrative powers. | District. |
|  |  |
| Adopt policies for the operations of the | Recommend policies or policy changes to the |
| school system and review administrative | Board and develop procedures which |
| procedures. | implement Board policy. |
|  |  |
| Formulate a statement of goals reflecting the | Provide leadership in the development, |
| philosophy of the District. | operation, supervision, and evaluation of the |
|  | educational program. |
|  |  |
| Adopt annual objectives for improvement of | Recommend annual objectives for |
| the District. | 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 | Recommend candidates for employment as |
| discretion, upon recommendation of the | certificated and classified staff. |
| Superintendent. |  |
|  |  |
| Authorize the allocation of certificated and | Recommend staff needs based on student |
| classified staff. | 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, | Recommend contracts for major construction, |
| remodeling, or maintenance. | remodeling, or maintenance. |
|  |  |
| Approve payment of vouchers and payroll. | Recommend payment of vouchers and |
|  | payroll. |
|  |  |
| Approve proposed major changes of school | Prepare reports regarding school plant and |
| plant and facilities. | facilities needs. |

### administration 6110P

### page 2 of 2

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|  |  |
| **The Board will:** | **The Superintendent will:** |
| Approve collective bargaining agreements. | Supervise negotiation of collective bargaining |
|  | agreements. |
|  |  |
| Assure that appropriate criteria and processes | Establish criteria and processes for evaluating |
| for evaluating staff are in place. | staff. |
|  |  |
| Appoint citizens and staff to serve on special | Recommend formation of *ad hoc* citizens’ |
| Board committees, if necessary. | 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 | Inform the Board of appeals and implement |
| students. | any such forthcoming Board decisions. |
|  |  |
| Promptly refer to the Superintendent all | Respond and take action on all criticism, |
| criticisms, complaints, and suggestions called | complaints, and suggestions, as appropriate. |
| to its attention. |  |
|  |  |
| Authorize the ongoing professional | Undertake consultative work, speaking |
| enrichment of its administrative leader, as | engagements, writing, lecturing, or other |
| feasible. | professional duties and obligations. |
|  |  |
| Approve appropriate District expenditures | Diligently investigate and make purchases |
| recommended by the Superintendent for the | that benefit the most efficient and functional |
| purpose of ongoing District operations. | operation of the District. |
|  |  |

NOTE: A copy of the Superintendent’s evaluation tool and job description is available in the Administration Office.

Legal Reference: ARM 10.55.701 Board of Trustees

Procedure History:

Promulgated on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School

### administration 6121

#### District Organization

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

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

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School

### administration 6122

#### Delegation of Authority

Unless otherwise specified, the Superintendent has the authority to designate a staff member to serve in an official capacity for the implementation of District policies or as his/her personal representative. This authorization will include those responsibilities appropriate for the position as designated or directed by the Superintendent. This Authority may not be delegated to a Principal, Administrator or Lead Teacher.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School R

### administration 6140

#### Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

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

Each administrator’s duties and responsibilities will be set forth in a job description for that particular position.

#### Qualifications

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

#### Administrative Work Year

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

#### Compensation and Benefits

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

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|  |  |  |
|  |  |  |
| 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 |
|  | ARM 10.55.702 | Licensure and Duties of District Administrator |
|  |  |  |

Policy History:

Adopted on: April 26, 1999

Reviewed on: March 25, 2024

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School

### administration 6141

#### Employment and Association Restrictions

The Superintendent must give prior approval for time taken by administrators from the regularly assigned work schedules, for such paid activities as consulting, college teaching, lecturing, and other related employment.

The amount of time lost to the District will be, but is not restricted to being: deducted from vacation time; granted as additional personal leave as specified by a written contract; or prorated to a dollar amount to be deducted in the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School R

### administration 6210

#### 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, and enforcement of District policy. Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b).

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|  |  |  |
|  |  |  |
| 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: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School R

### administration 6410

#### Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

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

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

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| Cross Reference: | 6140 Duties and Qualifications of Administrative Staff Other Than | |
|
|  | Superintendent | |
| Legal Reference: | 10.55.701, ARM | Board of Trustees |
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|  |  |  |

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

# School District 50, County of Glacier

## East Glacier Park Grade School

### administration 6420

#### Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the District’s needs.

The Administrator is encouraged to be a member of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

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

Policy History:

Adopted on: April 26, 1999

Reviewed on:

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