

CHARLO SCHOOL DISTRICT

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**6000 SERIES
ADMINISTRATION**

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1 **Charlo Public School District**

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5 Goals

6
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:

29 Revised on:

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3 **ADMINISTRATION**

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5 Superintendent

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7 Duties and Authorities

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9 The Superintendent is the District’s executive officer and is responsible for the administration
10 and management of District schools, in accordance with Board policies and directives and state
11 and federal law. The Superintendent is authorized to develop administrative procedures to
12 implement Board policy and to delegate duties and responsibilities; however, delegation of a
13 power or duty does not relieve the Superintendent of responsibility for that which was delegated.
14

15 Qualifications and Appointment

16
17 The Superintendent will have the experience and skills necessary to work effectively with the
18 Board, District employees, students, and the community. The Superintendent must hold a valid
19 administrative certificate with superintendent’s endorsement issued by the State Certification
20 Board.
21

22 When the Superintendent position becomes vacant, the Board will conduct a search to find the
23 most capable person for the position. Qualified staff members who apply for the position will be
24 considered for the vacancy.
25

26 Evaluation

27
28 At least annually the Board will evaluate the performance of the Superintendent, using standards
29 and objectives developed by the Superintendent and Board, which are consistent with District
30 mission and goal statements. A specific time shall be designated for a formal evaluation session.
31 The evaluation will include a discussion of professional strengths, as well as performance areas
32 needing improvement.
33

34 Compensation and Benefits

35
36 The Board and the Superintendent will enter into a contract which conforms to this policy and
37 state law. The contract will govern the employment relationship between the Board and the
38 Superintendent.
39

40
41 Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high
42 school principal
43

44 Policy History:

45 Adopted on:

46 Revised on:

ADMINISTRATION

Superintendent

The Board shall:

Select the Superintendent and delegate to him/her all necessary administrative powers.

Adopt policies for the operations of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement of the District.

Approve courses of study.

Approve textbooks.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures which implement Board policy.

Provide leadership in the development, operation, supervision, and evaluation of the educational program.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

Recommend textbooks.

Prepare and submit the annual budget.

Recommend candidates for employment as 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.

Recommend contracts for major construction, remodeling, or maintenance.

The Board shall:

Approve payment of vouchers and payroll.

Approve proposed major changes of school plant and facilities.

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular meetings.

Serve as final arbitrator for staff, citizens, and students.

Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.

Authorize the ongoing professional enrichment of its administrative leader, as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

The Superintendent shall:

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

Supervise negotiation of collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Recommend formation of *ad hoc* citizens' committees.

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.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticism, complaints, and suggestions, as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Procedure History:

Promulgated on:

Revised on:

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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.

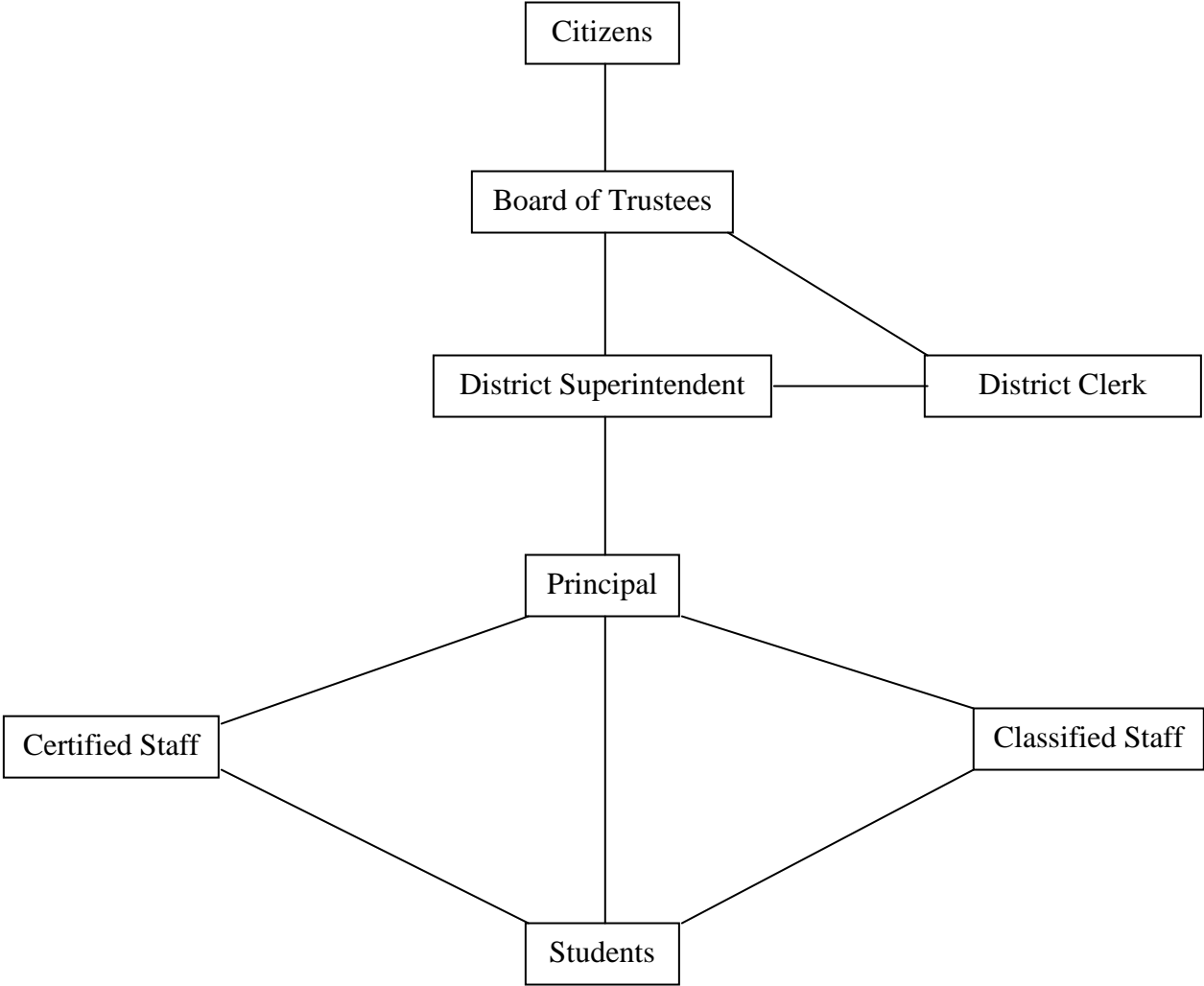
10
11 The organization of District positions of employment for purposes of supervision, services,
12 leadership, administration of Board policy, and all other operational tasks shall be on a “line and
13 staff” basis. District personnel occupying these positions of employment shall carry out their
14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

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18 Policy History:

19 Adopted on:

20 Revised on:

ORGANIZATION CHART



1 **Charlo Public School District**

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5 Delegation of Authority

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7 Unless otherwise specified, the Superintendent has the authority to designate a staff member to
8 serve in an official capacity for the implementation of District policies or as his/her personal
9 representative. This authorization will include those responsibilities appropriate for the position
10 as designated or directed by the Superintendent.

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14 Policy History:

15 Adopted on:

16 Revised on:

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3 **ADMINISTRATION**

4
5 Duties and Qualifications of Administrative Staff Other Than Superintendent

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7 Duty and Authority

8
9 As authorized by the Superintendent, administrative staff will have full responsibility for day-to-
10 day administration of the area to which they are assigned. Administrative staff are governed by
11 Board policies and are responsible for implementing administrative procedures relating to their
12 assigned responsibilities.

13
14 Each administrator’s duties and responsibilities will be set forth in a job description for that
15 particular position.

16
17 Qualifications

18
19 All administrative personnel must hold valid administrators’ certificates with appropriate
20 endorsements, issued by the State Certification Board, and must meet other qualifications as
21 specified in their position’s job description.

22
23 Administrative Work Year

24
25 The administrators’ work year will correspond with the District’s fiscal year, unless otherwise
26 stated in an employment agreement. In addition to legal holidays, the administrators will have
27 vacation periods as approved by the Superintendent.

28
29 Compensation and Benefits

30
31 Administrators will receive compensation and benefits as stated in their employment agreements.
32
33
34

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

41 Policy History:

42 Adopted on:

43 Revised on:

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5 Employment Restrictions for Administrative Personnel

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7 The Superintendent must give prior approval for time taken by administrators from the regularly
8 assigned work schedules, for such paid activities as consulting, college teaching, lecturing, etc.

9
10 The amount of time lost to the District will be, but is not restricted to being: deducted from
11 vacation time; granted as additional personal leave as specified by a written contract; or prorated
12 to a dollar amount to be deducted in the next regularly scheduled pay period.

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

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19 Policy History:

20 Adopted on:

21 Revised on:

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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. The primary responsibility of
8 Principals is the development and improvement of instruction. The majority of the Principals’
9 time shall be spent on curriculum and staff development through formal and informal activities,
10 establishing clear lines of communication regarding the school rules, accomplishments,
11 practices, and policies with parents and teachers. Principals are responsible for management of
12 their staff, maintenance of the facility and equipment, administration of the educational program,
13 control of the students attending the school, management of the school’s budget, and
14 communication between the school and the community. Principals will be evaluated on their
15 instructional leadership ability and their ability to maintain a positive education and learning
16 environment.

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20 Legal Reference: § 20-4-403, MCA Powers and duties of principal
21 10.55.701, ARM Board of Trustees

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23 Policy History:

24 Adopted on:

25 Revised on:

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5 Internships

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7 The Board recognizes the need to provide training opportunities for prospective administrators.

8 Internships for those in the process of acquiring administrative credentials shall be considered

9 and approved on an individual basis. The Superintendent or designee and the District

10 administrator involved will review the internship proposal with the candidate and the university

11 representative, much in the same manner as student teachers are assigned.

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15 Policy History:

16 Adopted on:

17 Revised on:

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5 Evaluation of Administrative Staff

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7 Each administrator will be evaluated annually, prior to the May re-organizational meeting, in
8 order to provide guidance and direction to the administrator in the performance of his/her
9 assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals
10 and performance objectives, and established 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

28
29 Legal Reference: 10.55.701, ARM Board of Trustees

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31 Policy History:

32 Adopted on:

33 Revised on:

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5 Professional Growth and Development

6

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

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

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

17

18 Policy History:

19 Adopted on:

20 Revised on: