

GOALS

6000

The goals of the administrative organization are: to provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the board; to establish effective and responsive communication with staff, students, parents and other patrons; and to foster staff initiative and rapport. This can be accomplished most effectively through a participative process which recognizes that while the responsibility and authority are vested in the board, there also must be provision for appropriate involvement of the staff and the community prior to a decision.

The district's administrative organization shall be designed to function as a single system guided by board policies which are implemented through the superintendent. Initiative, resourcefulness, leadership and consideration for staff, students, parents and others are essential for effective administration.

SUPERINTENDENT

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of school, 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.

Superintendent / Board Relations

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.

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.

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 construction, remodeling, or major 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.

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 *ad hoc* 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.

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 hold a valid administrative certificate with superintendent's endorsement issued by the State Certification Board.

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

Evaluation

At least annually the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with District mission and goal statements. By February 1, the Board shall conduct a formal evaluation with the Superintendent in executive session. Each Board member shall complete the evaluation form prior to the meeting. In their discussion the board shall arrive at a composite board evaluation of the Superintendent. A written composite, signed by the members of the board, shall be presented to the Superintendent in executive session. The evaluation will include a discussion of professional strengths, as well as performance areas needing improvement.

The Board, on the basis of the evaluation, may renew and/or extend the Superintendent's contract for a period not to exceed three years. In the event that a majority of the Board wishes to terminate the Superintendent's services at the expiration of the current contract, the Superintendent shall be notified in writing by February 1 of the final year of the contract.

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

Adopted: November 1995

Revised: July 17, 2006

DELEGATION OF AUTHORITY

6122

Unless other wise 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.

Adopted:

Revised: July 17, 2006