

**GLENDIVE SCHOOL DISTRICT**

**6000 SERIES  
ADMINISTRATION**

**TABLE OF CONTENTS**

6000	Goals
6110	Superintendent
6121	District Organization
6140	Administrative Personnel Other Than the Superintendent
6141	Employment Restrictions for Administrative Personnel
6210	Principals
6310	Internships
6410	Evaluation of Administrative Staff
6420	Professional Growth and Development

## Glendive School District

### ADMINISTRATION

6000

#### Goals

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

1. provide effective and efficient management of the Districts' programs and buildings;
2. provide educational leadership;
3. develop and maintain channels for communication between the school and the community;
4. develop an administrative procedures handbook implementing Board policy; and
5. plan, organize, implement, and evaluate the educational programs of the Districts.

#### Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **ADMINISTRATION**

6110  
page 1 of 2

#### Superintendent

##### Duties and Authorities

The Superintendent is the Districts' executive officer and is responsible for the administration and management of the 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.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

##### Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Boards, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Boards 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

The Boards will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Boards, which are consistent with the Districts' mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of professional strengths, as well as performance areas needing improvement.

##### Compensation and Benefits

The Boards and the Superintendent shall enter into a contract which conforms to this policy and State law. This contract shall govern the employment relationship between the Boards and the Superintendent.

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

Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **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 situations.

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 organizations.

#### Policy History:

Adopted on:

Revised on:

## Glendive School District

### ADMINISTRATION

6140

#### Administrative Personnel Other Than the Superintendent

##### Duties and Authority

District administrative and supervisor positions are established by the Boards in accordance with State law and regulations. General duties and authority of each administrative or supervisory position are approved by the Boards, upon the Superintendent's recommendation, and contained in the respective position's job description.

##### Qualifications

All administrative personnel shall have a valid administrator's certificate and appropriate endorsements issued by the State Certification Board, and such other qualifications as specified in the position's job description.

##### Administrative Work Year

The administrators' work year shall be the same as the Districts' fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

##### Compensation and Benefits

The Boards will consider the Superintendent's recommendations, when setting compensation for individual administrators.

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

##### Policy History:

Adopted on:

Revised on:

**Glendive School District**

**ADMINISTRATION**

6141

Employment Restrictions for Administrative Personnel

Time taken from the regularly assigned work schedule for such paid activities as consulting, college teaching, lecturing, etc., shall be subject to prior approval by the Superintendent.

The amount of time lost to the Districts will be, but is not restricted to be: deducted from vacation time; granted as additional personal leave as specified by a written contract; or that time prorated to a dollar amount and that amount deducted from 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:

Revised on:

## Glendive School District

### ADMINISTRATION

6210

#### Principals

Building Principals are the chief administrators of their assigned schools. The primary responsibility of building Principals is the development and improvement of instruction. The majority of the Principal's 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. Building 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 on their instructional leadership ability and their ability to maintain a positive education and learning environment.

Cross Reference:     #5254 Non-renewal  
                          #5255 Disciplining action or dismissal

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

#### Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **ADMINISTRATION**

6310

#### Internships

The Boards recognize the need to provide training opportunities for prospective administrators. Internships for those who are in the process of acquiring administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee and the District administrator involved will review the internship proposal with the candidate and the university representative much in the same manner as student teachers are assigned.

#### Policy History:

Adopted on:

Revised on:

## Glendive School District

### ADMINISTRATION

6410

#### Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on his/her job description, 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 Districts. 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 staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to his/her evaluation following the conference.

Cross Reference:     #5254 Nonrenewal  
                          #5255 Disciplinary action or dismissal

Legal Reference:     10.55.701, ARM     Board of Trustees

#### Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **ADMINISTRATION**

6420

#### Professional Growth and Development

The Boards recognize that training and study for administrators contribute to skill development necessary to better serve the needs of the Districts. Each year the Superintendent should develop an administrative in-service program based upon the needs of the Districts, as well as the needs of individual administrators.

Administrative staff are encouraged to be members 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:

Revised on: