

PHLIPSBURG SCHOOL DISTRICT

**6000 SERIES
ADMINISTRATION**

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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:

Adopted on:

Reviewed on:

Revised on:

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4
5 Superintendent

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7 Duties and Authorities

8
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 be
19 appropriately licensed and endorsed in accordance with state statutes and Board of Public
20 Education rules; or considered appropriately assigned if the Superintendent is enrolled in an
21 internship program and meets the requirements of Montana regulations.
22

23 Evaluation

24
25 At least annually, the Board will evaluate the performance of the Superintendent, using standards
26 and objectives developed by the Superintendent and the Board, which are consistent with District
27 mission and goal statements. A specific time shall be designated for a formal evaluation session.
28 The evaluation will include a discussion of professional strengths, as well as performance areas
29 needing improvement.
30

31 Compensation and Benefits

32
33 The Board and the Superintendent will enter into a contract which conforms to this policy and
34 state law. The contract will govern the employment relationship between the Board and the
35 Superintendent.
36

37	Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high
38			school principal
39		ARM 10.55.602	Definition of Internship
40		ARM 10.55.607	Internships
41		ARM 10.55.702	Licensure and Duties of District Administrator –
42			District Superintendent

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 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 Reviewed on:

21 Revised on:

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5 Principals

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7 Principals are the chief administrators of their assigned schools and are responsible for the day-
8 to-day operation of their building. The primary responsibility of Principals is the development
9 and improvement of instruction. The majority of the Principals' time shall be spent on
10 curriculum and staff development through formal and informal activities, establishing clear lines
11 of communication regarding the school rules, accomplishments, practices, and policies with
12 parents and teachers. Principals are responsible for management of their staff, maintenance of
13 the facility and equipment, administration of the educational program, control of the students
14 attending the school, management of the school's budget, and communication between the
15 school and the community.
16
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18

19 Legal Reference: § 20-4-403, MCA Powers and duties of principal
20 10.55.701, ARM Board of Trustees
21 10.55.703, ARM Licensure and Duties of School Principal
22

23 Policy History:

24 Adopted on:

25 Reviewed on:

26 Revised on:

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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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24
25
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

30
31 Policy History:

32 Adopted on:

33 Reviewed on:

34 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. 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.

11

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.

15

16

17

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

19

20 Policy History:

21 Adopted on:

22 Reviewed on:

23 Revised on: