

POPLAR SCHOOL DISTRICT

ADMINISTRATION

6000 SERIES

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Superintendent

Duties and Authorities

The Superintendent is the District's 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 and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications and Appointment

The Superintendent shall have the experience and the skills necessary to work effectively with the Board, 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 Board will conduct a search to find the most capable person for the position.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's strategic plan. 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 Board and the Superintendent shall enter into a contract that shall 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

Policy History:

Adopted on:

Revised on: July 11, 2016

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Superintendent

The Board shall:		The Superintendent shall:
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 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.

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

Policy History:

Adopted on:

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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.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be primarily responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

If the Superintendent, building principal or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow administrative procedure.

Cross Reference: Administrative Procedure

Policy History:

Adopted on:

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Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

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

Each administrator’s duties and responsibilities shall be listed in the job description for that position.

Qualifications

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

Administrative Work Year

The administrators’ work year shall be the same as the District’s fiscal year, unless otherwise stated in the employment contract.

Compensation and Benefits

The administrators shall receive compensation and benefits as stated in the employment contract.

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:

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Principals

Principals are the chief administrators of their assigned buildings. 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. Principals will be evaluated on their instructional leadership and their ability to maintain a positive learning environment.

Legal Reference:

§ 20-4-403, MCA
10.55.701, ARM

Powers and duties of principal
Board of Trustees

Policy History:

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Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the District. Each year the Superintendent should develop an administrative in-service program based upon the needs of the District, 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:

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