

Lewistown School District

ADMINISTRATION

6140

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, and 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 agreement. In addition to legal school holidays, the administrators shall have all school vacation periods.

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: June 28, 2004

Revised on: