

1 Great Falls School District

2
3 **ADMINISTRATION**

6140

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5 Duties and Qualifications of Administrative Staff Other Than Superintendent

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7 Duty and Authority

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

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

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17 Qualifications

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19 All administrative personnel must be appropriately licensed and endorsed in accordance with
20 state statutes and Board of Public Education rules, or be considered appropriately assigned if the
21 administrator is enrolled in an internship as defined in ARM 10.55.602 and meets the
22 requirements of ARM 10.55.607, and must meet other qualifications as specified in their
23 position's job description.

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25 Administrative Work Year

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27 The administrators' work year shall be the same as the District's fiscal year, unless otherwise
28 stated in the employment handbook. In addition to legal holidays, the administrators will have
29 vacation periods as approved by the Superintendent.

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31 Compensation and Benefits

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33 The administrators shall receive compensation and benefits as stated in the employment
34 agreement.

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36 Legal Reference:

37 § 1-1-216, MCA	Legal Holidays and Business Days
38 § 20-4-401, MCA	Appointment and Dismissal of District Superintendent or County High 39 School Principal
40 § 20-4-402, MCA	Duties of District Superintendent or County High School Principal
41 10.55.701, ARM	Board of Trustees
42 10.55.602, ARM	Definition of Internship
43 10.55.607, ARM	Internships
44 10.55.702, ARM	Licensure and Duties of District Administrator

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46 Policy History:

47 Adopted on: July 1, 2000
48 Revised on: June 26, 2017

1 Revised on: May 28, 2024