

## Billings School District 2

### ADMINISTRATION

#### Superintendent

##### Duties and Authorities

The Superintendent is the chief executive officer of the District and is responsible for the administration and management of District schools in accordance with Board policies and directives and with state and federal law. The Board authorizes the Superintendent to develop administrative procedures to implement Board policy and to delegate duties and responsibilities; however, delegation of a power or duty does not relieve the Superintendent of responsibility for that which was delegated.

##### Qualifications and Appointment

The Board will appoint a person as Superintendent who demonstrates the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The person the Board appoints as Superintendent must hold a valid administrative certificate with superintendent's endorsement issued by the Montana Superintendent of Public Instruction.

##### Evaluation

At least annually, the Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board that are consistent with District mission and goal statements. The evaluation by the Board will include a discussion of professional strengths, as well as performance areas needing improvement.

##### Compensation and Benefits

The Board and the Superintendent will enter into a contract that conforms with Board policy and state law, and it will govern the employment relationship between the Board and the Superintendent.

Legal References:      § 20-4-402, MCA      Duties of district superintendent or county high school principal

##### Policy History:

First Reading:            February 23, 2004 – Board of Trustees  
Second Reading:        August 16, 2004 – Board of Trustees  
Third Reading:          September 20, 2004 – Board of Trustees  
Adopted on:              September 20, 2004  
Effective on:              September 20, 2004  
Reviewed on:             February 16, 2026 – Board of Trustees