Billings School District 2

ADMINISTRATION

Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

As authorized by the Superintendent, administrative staff will have full responsibility for day-to-day administration of the programmatic area to which they are assigned. Administrative staff is governed by Board policies and are responsible for implementing administrative procedures that relate to their assigned responsibilities. An administrator's duties and responsibilities are set forth in a job description for a particular position.

Qualifications

When required for any position, administrative personnel must hold valid administrators' certificates with appropriate endorsements issued by the Montana Superintendent of Public Instruction and must meet other qualifications specified in a position description.

Administrators' Work Year

Administrators' work year corresponds with the District fiscal year, unless otherwise stated in the administrator's employment contract. In addition to legal holidays, the Superintendent will approve vacation periods for administrators.

Compensation and Benefits

Administrators will receive compensation and benefits as stated in their employment contracts and applicable state law and Board policy.

Legal References:	§ 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

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