

SCHOOL ADMINISTRATION**District Organization: Superintendent & District Clerk**

The Superintendent shall develop an organizational chart indicating the lines of authority and reporting relationships for school staff. The lines of authority and reporting shall be followed except in unusual circumstances.

Staff should refer matters requiring administrative action to their immediate supervisor. The decision of an administrator may be appealed to an administrative officer higher in the line of authority.

Each employee should be primarily responsible to only one immediate supervisor. In cases where more than one supervisor oversees the duties of an employee, the division of responsibility must be clearly delineated.

If the Superintendent, building principal, or other administrator is temporarily absent, the line of authority and responsibility of that office shall follow a successive plan. The succession plan shall be developed by the Superintendent.

Goals and Objectives

The administrative staff's primary functions are to manage the District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

1. effectively and efficiently managing the District's programs, budget, and buildings;
2. providing educational leadership;
3. developing and maintaining channels for communication between the school system and community;
4. developing procedures and regulations which implement Board policy; and
5. planning, organizing, implementing, and evaluating educational programs.

Superintendent

The Superintendent is the District's chief 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/regulations 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. When the office of the Superintendent becomes vacant, the Board shall determine the appropriate process for filling that vacancy, and shall appoint the individual chosen by the majority of the Board to fill 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 mission and goal statements. A specific time should 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 conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent.

District Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board. The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform other duties as prescribed by State law or as directed by the Board and the Superintendent.

Evaluation

The Superintendent shall evaluate the Clerk at least once annually. The evaluation shall

be based on the job description and established evaluation criteria. The Clerk shall sign a copy of the evaluation document and shall be provided a copy for his or her records. The Clerk shall have the right to attach a written statement to the evaluation within (15) business days following the evaluation conference.

Legal References:	Mont. Const. Art. X, § 8
	§ 20-3-325, MCA Clerk of the district
	§ 20-3-321, MCA Organization and officers
	10.55.701, ARM Board of Trustees
	§ 20-4-402, MCA Duties of district superintendent
	§ 20-4-401, MCA Appointment and dismissal of district superintendent
	§ 20-3-324, MCA Powers and duties

Cross References:

<u>Policy History:</u>	
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