

1 **6140 ADMINISTRATION**

2 Duties and Qualifications of Administrative Staff Other Than Superintendent

3 Duty and Authority

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

8 Each administrator’s duties and responsibilities shall be listed in the job description for that position.

9 Qualifications

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

14 Administrative Work Year

15 The administrators’ work year shall be the same as the District’s fiscal year, unless otherwise stated in
16 the employment handbook.

17 Compensation and Benefits

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

19 Legal Reference:

20 § 20-4-401, MCA Appointment and dismissal of district superintendent or county high school principal

21 § 20-4-402, MCA Duties of district superintendent or county high school principal

22 10.55.701, ARM Board of Trustees

23 10.55.602 ARM Definition of Internship

24 10.55.607 ARM Internships

25 Policy History:

26 Adopted on: July 1, 2000

27 Revised on: June 26, 2017