

**6000 SERIES
ADMINISTRATION**

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Role of the County Superintendent

The Board of Trustees recognizes that the County Superintendent shall assist it with the general supervisory responsibility of the school since there is no school administrator, unless the Trustees choose to contract with another school administrator.

Specifically, the County Superintendent will:

1. Administer the oath of office to incoming board members;
2. Compute the budgeting in revenues realized from tax levies;
3. Provide the Board teacher supervision and evaluation and curriculum revisions;

In addition, the County Superintendent may:

1. Assist with the hiring of teachers;
2. Organize professional development for the district;
3. Coordinate curriculum and assessment;
4. Coordinate special funds from grants and federal sources;
5. Provide opportunities for group purchasing of educational material and supplies.
6. Other duties as agreed to with the Trustees.

(For a complete list of the duties as stated in these policies of the County Superintendent and/or Principal, see Appendix E -1.)

Legal Reference: §20-3-207 MCA Assist Trustees with School Supervision
 §20-3-208 MCA Authority to Request, Accept & Disburse Money
 §20-3-210 MCA Controversy Appeals & Hearings

Policy History:
Adopted on: 2008-09
Revised on:

Administration in Policy Absence

In the absence of a policy where action is required, the Supervising Teacher (the most senior professional) is authorized to act in accordance with the best established practices consistent with law. However, it is the Supervising Teacher's (the most senior professional's) duty to inform the Board, at the next regularly scheduled Board meeting, if there is a need for an official policy.

Policy History:

Adopted on: 2008-09

Revised on:

Supervising Teacher (the most senior professional) Stipend and Benefits

The Board will establish the terms and conditions of employment including an additional Supervising Teacher stipend for the Supervising Teacher. Where there is a certified administrator hired by the district, the Board will establish a specific salary amount appropriate to the individual's education, experience and expected responsibilities. The Board may also provide benefits such as a teacherage or mileage as it sees fit. Merit pay as a means to award excellence may be incorporated into the salary system for the Supervising Teacher (the most senior professional).

Professional Growth and Development

The Board recognizes that training and study for the Supervising Teacher contributes to skill development necessary to better serve the needs of the District. Professional development shall be based on the needs of the District, as well as the needs of the individual.

Professional Association Memberships

The Supervising Teacher or Principal is encouraged to be a member of and participate in professional associations that have as their purposes the continued improvement of education in general.

Cross Reference: 5340 Staff development

Legal Reference: §20-1-304, MCA Pupil-instruction-related day

Policy History:

Adopted on: 2008-09

Revised on:

Duties and Evaluation of the Supervising Teacher

Duties of the Supervising Teacher (the most senior professional)

The day-to-day operation of the school shall be the Supervising Teacher’s responsibility. S/he is governed by the policies of the District and is responsible for implementing the administrative procedures that relate to his/her assigned responsibilities.

The Supervising Teacher’s duties shall include but not be limited to:

1. planning for the improvement of the program for which s/he is responsible;
2. evaluating that program regularly;
3. recommending to the Board of Trustees budgetary, program, staff and other changes that will enhance the program;
4. advising the Board of Trustees of the impact of proposed policies or other administrative actions on the programs for which he/she is responsible;
5. assisting his/her subordinates to improve their performance;
6. promoting effective working relationships with students, staff and patrons of the District;
7. maintaining a progressive community/staff relations program within his/her building or assigned area.
8. providing leadership for the function of the school in addition to his/her teaching duties;
9. keeping and depositing of student and program records;
10. acting as purchasing agent of the board for the purchase and management of instructional and program materials;
11. acting as the agent of the board and carrying out its dictates.

(For a complete list of the duties as stated in these policies of the Supervising Teacher, see Appendix F-2.)

Evaluation of Supervising Teacher

It is the goal of the district that the Supervising Teacher (the most senior professional) be evaluated annually in order to provide guidance and direction to him/her in the performance of his/her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria including staff, student and parent comments.

The Board of Trustees shall establish procedures for the conduct of the evaluation of the Supervising Teacher. The Trustees may ask for assistance from the County Superintendent in establishing these procedures. Near the beginning of the school year, the Supervising Teacher may be informed of the criteria to be used for evaluation purposes, including the adopted goals for the District.

Those involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated may have the right to submit and attach a written statement to his/her evaluation following the conference.

Cross Reference: 5254 Non-renewal
5255 Disciplinary action or dismissal

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:
Adopted on: 2008-09
Revised on:

APPENDIX F-1

Duties of the County Superintendent or Principal Stated in these Policies

The following is a list of policies from this handbook that involve responsibilities of the County Superintendent and/or the Principal: This reference list is provided for quick access to the appropriate policy.

- 1000s The Board of Trustees
 - 1513 Management Rights
- 2000s Instruction
 - 2123 Unit Plans
- 5000s Personnel
 - 5222 Evaluation
 - 5231 Personnel Records
 - 5250 Non-Renewal of Employment/Dismissal From Employment
 - 5256 Reduction in Force
 - 5340 Professional Development
- 7000s Finance
 - 7110 Budget and Program Planning

APPENDIX F-2

Duties of the Supervising Teacher as Stated in These Policies

The following is a list of policies from this handbook that involve responsibilities of the Supervising Teacher or the Principal: This reference list is provided for quick access to the appropriate policy.

- 1000s The Board of Trustees
 - 1420 Meeting, Procedure, Agenda, Quorum and Conduct
- 2000s Instruction
 - 2100 Time for School
 - 2130 District Assessment
 - 2232 Placement
 - 2310 Library Materials
 - 2311 Selection and Adoption of Instructional Materials
 - 2312 Copyright Restrictions
 - 2320 Field Trips, Excursions and Outdoor Education
 - 2321 Guest Speakers
 - 2322 Contests for Students
 - 2421 Promotion/Retention
- 3000s Students
 - 3110 Entrance, Placement and Transfer
 - 3115 Child Abuse and Neglect Reporting Policy
 - 3118 Child Custodial Agreement
 - 3122 Attendance Policy - Grades K-8
 - 3200 Student Rights and Responsibilities
 - 3215 Uniform Grievance Procedure
 - 3220 Freedom of Expression and Student Publications
 - 3224 Student Dress
 - 3230 Student Privacy and Searches of Students and Their Property
 - 3310 Student Discipline and Appeal Process
 - 3330 and Optional 3331 for One-Room Schools Emergency Removal
 - 3400 Student Welfare
 - 3416 Administering Medicines to Students
 - 3417 Communicable Diseases
 - 3431 Emergency Treatment
 - 3440 Removal of Student During School Days
 - 3530 Student Fund Raising Activities
 - 3540 Missing Children
 - 3600 Student Records
- 4000s Community Relations
 - 4301 Contact with Staff and Visitors
 - 4310 Review of Program, Curriculum or Learning Materials
 - 4313 Disruption of School Operations
 - 4320 Contact with Students
 - 4332 Conduct on School Property
 - 4410 Relations with Law Enforcement and Child Protective Agencies
- 5000s Personnel
 - 5420 Aides
 - 5440 Student Teachers/Interns
- 6000s Administration
 - 6111 Administration in Policy Absence
 - 6160 Duties of the Supervising Teacher or Principal

- 7000s Financial Management
 - 7320 Purchasing: Authorization and Control.
 - 7500 Property Records
- 8000s Non-instructional Operations
 - 8110 Bus Routes, Schedules, Eligibility and Safety
 - 8111 Transportation of Students with Disabilities
 - 8121 District-Owned Vehicles
 - 8124 Student Conduct on Buses
 - 8131 Private Vehicle Transportation
 - 8200 Food Services
 - 8300 Risk Management, Liability Insurance and Property Damage
 - 8340 Privately-Owned Property
- 9000s Facilities
 - 9300 Operation and Maintenance of District Facilities
 - 9310 Student Safety, Staff Safety and Safety Program
 - 9313 Emergency School Evacuation
 - 9315 Power Outage
 - 9320 Security