

**ADMINISTRATION**

Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisor positions are established by the Board in accordance with state law and regulations. General duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent’s recommendation, and contained in the respective position’s job description.

Qualifications

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

Administrative Work Year

The administrators’ work year shall be the same as the District’s fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

The Board will consider the Superintendent’s recommendations, when setting compensation for individual administrators.

Legal Reference:	§ 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
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships

Policy History:

Adopted on: 11-4-98

Effective date: 1-1-99

Revised on: 6-17-14