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3 **ADMINISTRATION**

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5 Superintendent

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7 Duties and Authorities

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9 The Superintendent is the District’s executive officer and is responsible for the administration
10 and management of District schools, in accordance with Board policies and directives and state
11 and federal law. The Superintendent is authorized to develop administrative procedures to
12 implement Board policy and to delegate duties and responsibilities; however, delegation of a
13 power or duty does not relieve the Superintendent of responsibility for that which was delegated.
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15 Qualifications and Appointment

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17 The Superintendent will have the experience and skills necessary to work effectively with the
18 Board, District employees, students, and the community. The Superintendent must hold a valid
19 administrative certificate with superintendent’s endorsement issued by the State Certification
20 Board.
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22 When the Superintendent position becomes vacant, the Board will conduct a search to find the
23 most capable person for the position. Qualified staff members who apply for the position will be
24 considered for the vacancy.
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26 Evaluation

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28 At least annually the Board will evaluate the performance of the Superintendent, using standards
29 and objectives developed by the Superintendent and the Board, which are consistent with District
30 mission and goal statements. A specific time shall be designated for a formal evaluation session.
31 The evaluation will include a discussion of professional strengths, as well as performance areas
32 needing improvement.
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34 Compensation and Benefits

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36 The Board and the Superintendent will enter into a contract which conforms to this policy and
37 state law. The contract will govern the employment relationship between the Board and the
38 Superintendent.
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40 Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high
41 school principal
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43 Policy History:

44 Adopted on:
45 Reviewed on: 2/25/08
46 Revised on: