

1 **Ovando School District #11**

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3 **ADMINISTRATION**

6140

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5 Duties and Qualifications of Administrative Staff Other Than Superintendent

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7 Duty and Authority

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9 As authorized by the Superintendent, administrative staff will have full responsibility for day-to-day
10 administration of the area to which they are assigned. Administrative staff are governed by Board
11 policies and are responsible for implementing administrative procedures relating to their assigned
12 responsibilities.

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14 Each administrator’s duties and responsibilities will be set forth in a job description for that particular
15 position.

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17 Qualifications

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

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24 Administrative Work Year

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26 The administrators’ work year will correspond with the District’s fiscal year, unless otherwise stated
27 in an employment agreement. In addition to legal holidays, the administrators will have vacation
28 periods as approved by the Superintendent.

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30 Compensation and Benefits

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32 Administrators will receive compensation and benefits as stated in their employment agreements.

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36 Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district superintendent or county high school principal
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38	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
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40	10.55.701, ARM	Board of Trustees
41	ARM 10.55.602	Definition of Internship
42	ARM 10.55.607	Internships

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44 Policy History:

45 Adopted on: April 14, 2014

46 Reviewed on: March 10, 2014

47 Revised on: March 10, 2014