

ADMINISTRATION

1 Superintendent

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3 Duties and Authorities

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

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11 Qualifications and Appointment

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13 The Superintendent will have the experience and skills necessary to work effectively with the
14 Board, District employees, students, and the community. The Superintendent must be
15 appropriately licensed and endorsed in accordance with state statutes and Board of Public
16 Education rules; or considered appropriately assigned if the Superintendent is enrolled in an
17 internship program as defined in ARM 10.55.602 and meets the requirements of ARM 10.55.607
18 and ARM 10.55.702..

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21 The Superintendent is required to live within the district boundaries of Jefferson High School
22 District #1. The Board may waive this requirement.

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24 Evaluation

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

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32 Compensation and Benefits

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34 The Board and the Superintendent will enter into a contract which conforms to this policy and
35 state law. The contract will govern the employment relationship between the Board and the
36 Superintendent.

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38	Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high
39			school principal
40		ARM 10.55.602	Definition of Internship
41		ARM 10.55.607	Internships
42		ARM 10.55.702	Licensure and Duties of District Administrator –
43			District Superintendent

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45 Policy History:

46 Adopted on: February 2007

47 Revised on: February 15, 2007, January 2016

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- 1 *Revision Note: Line 29 January Board meeting listed specifically.*
- 2 *January 2016 revision note: Added option for internship. Removed search process statements.*
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