

POTOMAC ELEMENTARY

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**6000 SERIES
ADMINISTRATION**

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POTOMAC ELEMENTARY

Adopted on: 03/14/11

Reviewed on:

Revised on:

6000

ADMINISTRATION

Goals

The Principal’s primary function is to manage the District and to facilitate the implementation of a quality educational program. It is the goal of the Board that the administrative organization:

1. Provide effective and efficient management of the District’s programs and buildings;
2. Provide educational leadership;
3. Develop and maintain channels for communication between the school and the community; and
4. Plan, organize, implement, and evaluate the educational programs of the District.

POTOMAC ELEMENTARY

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6110 - R

ADMINISTRATION

Principal

Duties and Authorities

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

Qualifications and Appointment

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

Evaluation

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

Compensation and Benefits

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

Legal Reference:	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	<u>ARM 10.55.602</u>	<u>Definition of Internship</u>
	<u>ARM 10.55.607</u>	<u>Internships</u>
	<u>ARM 10.55.702</u>	<u>Licensure and Duties of District Administrator – District Superintendent</u>

POTOMAC ELEMENTARY

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6110P - R

ADMINISTRATION

Principal

The Board will:	The Principal will:
Select the Principal and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance. i.e. Projects that exceed \$25,000.	Recommend contracts for major construction, remodeling, or maintenance. i.e. Projects that exceed \$25,000.

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The Board will:	The Principal will:
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Directly negotiate with bargaining units and approve collective bargaining agreements.	Be present at negotiations, provide information as needed/requested and make recommendations as needed/requested.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Principal all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Principal for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

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POTOMAC ELEMENTARY

Adopted on: 03/14/11

Reviewed on:

6121

ADMINISTRATION

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District Organization

The Principal shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The organization of District positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks shall be on a “line and staff” basis. District personnel occupying these positions of employment shall carry out their duties and responsibilities on the basis of line and staff organization.

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6122

ADMINISTRATION

Delegation of Authority

Unless otherwise specified, the Board has the authority to designate a staff member to serve in an official capacity for the implementation of District policies or as his/her personal representative. This authorization will include those responsibilities appropriate for the position as designated or directed by the Board.

POTOMAC ELEMENTARY

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6141

ADMINISTRATION

Employment Restrictions for Administrative Personnel

The Board must give prior approval for time taken by the Principal from the regularly assigned work schedules, for such paid activities as consulting, college teaching, lecturing, etc.

The amount of time lost to the District will be, but is not restricted to being: deducted from vacation time; granted as additional personal leave as specified by a written contract; or prorated to a dollar amount to be deducted in the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

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Revised on:

6410

ADMINISTRATION

Evaluation of Administrative Staff

Each administrator will be evaluated annually, in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The School Board shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the School Board shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens, and programs; and staff evaluation.

Both the evaluator and the administrator involved in the evaluation will sign the written evaluation report and retain a copy for their records. A person being evaluated has the right to submit and attach a written statement to the evaluation within a reasonable time following the evaluation conference.

Cross Reference: 6140 Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: 10.55.701, ARM Board of Trustees

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6420

ADMINISTRATION

Professional Growth and Development

The Board recognizes that training and study for the Principal contributes to skill development necessary to better serve the District's needs.

The Principal is encouraged to be a member of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

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