

## Poplar School District

### ADMINISTRATION

6140

#### Duties and Qualifications of Administrative Staff Other Than Superintendent

##### ***Duty and Authority***

As authorized by the Superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

##### ***Qualifications***

All administrative personnel shall have a valid administrator's certificate and appropriate endorsements issued by the State Certification Board, or other qualifications as specified in the 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 contract.

##### ***Compensation and Benefits***

The administrators shall receive compensation and benefits as stated in the employment contract.

|                  |                 |                                                                                      |
|------------------|-----------------|--------------------------------------------------------------------------------------|
| 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                                                                    |

##### **Policy History:**

Adopted on:

Revised on: 11 July 2016