

Poplar School District

ADMINISTRATION

6110

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications and Appointment

The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's strategic plan. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of professional strengths, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract that shall govern the employment relationship between the Board and the Superintendent.

Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high school principal

Policy History:

Adopted on:

Revised on: 11 July 2016

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Superintendent

The Board shall:	The Superintendent shall:
Select the Superintendent 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 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.	Recommend contracts for major construction, remodeling or maintenance.

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Approve proposed major changes of school plant and facilities.		Prepare reports regarding school plant and facilities needs.
Approve collective bargaining agreements.		Supervise negotiation of collective bargaining agreements.
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 ad hoc citizen 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 all criticisms, complaints and suggestions called to its attention to the Superintendent.		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 Superintendent for the purpose of ongoing District operations.		Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Policy History:

Adopted on:

Revised on: 11 July 2016