

**COLUMBUS PUBLIC SCHOOLS**

**6000 SERIES  
ADMINISTRATION**

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## **Columbus Public Schools**

### **ADMINISTRATION**

6000

#### Goals

The administrative staff's primary functions are to manage the District and to facilitate the implementation of a quality educational program. It is goal of the Board that the administrative organization:

- I. provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board;
- II. provide effective and responsive communication with staff, students, parents and other citizens; and
- III. foster staff initiative and rapport.

The District's administrative organization shall be designed so that all divisions and departments of the District are part of a single system guided by Board policies which are implemented through the Superintendent. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent's rules and procedures.

#### Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

## **Columbus Public Schools**

### **ADMINISTRATION**

6001

#### Code of Ethics for Administrators

Administrators of the Columbus Public Schools will strive to improve public education, and to that end:

1. Make the well-being of the students the fundamental value in all decision making and actions;
2. Fulfill professional responsibilities with honesty and integrity;
3. Support the principle of due process and protect the civil and human rights of all individuals;
4. Obey local, state, and national laws and not knowingly join or support organizations that advocate directly or indirectly the overthrow of the government;
5. Implement the Board of Trustees policies and administrative regulations;
6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals;
7. Avoid using positions for personal gain through political, social, religious, economic, or other influences;
8. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development; and
9. Honor all contracts until fulfillment or release.

#### Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

**ADMINISTRATION**

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 School Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent will have the experience and skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules; or considered appropriately assigned if the Superintendent 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

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 mission and goal statements. 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.

The superintendent may have the opportunity for a confidential conference with the board members each school year, the purpose of which shall be to aid the superintendent in his/her performance. The board, on the basis of the evaluation may, with concurrence of the superintendent, terminate the existing contract and negotiate a separate contract for the superintendent’s services for periods not to exceed three years.

In the event that a majority of the board wishes to terminate the superintendent’s services at the end of the current contract, the superintendent shall be so notified in writing by February 1 of the final year of the contract.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract which conforms to this policy and state law. This contract 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
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships
	ARM 10.55.702	Licensure and Duties of District Administrator – District Superintendent

Policy History:

Adopted on:  
Reviewed on: 02/10/10

Revised on: 04/08/14

ADMINISTRATION

Superintendent

<b>The Board shall:</b>	<b>The Superintendent shall:</b>
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 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. See Policy 6130.
Approve contracts for construction, remodeling, or major maintenance.	Recommend contracts for major construction, remodeling or maintenance.

<b>The Board shall:</b>	<b>The Superintendent shall:</b>
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
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 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 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 their 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 on-going District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Procedure History:

Adopted on:  
Reviewed on: 02/10/10  
Revised on:

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**Columbus Public Schools**

**ADMINISTRATION**

6111

Administration in Policy Absence

In the absence of policy where action is required, the superintendent is authorized to act in accordance with the best established practices not inconsistent with law. However, it is the superintendent’s duty to inform the board, at the next regularly scheduled board meeting, if there is a need for an official policy.

Procedure History:

- Adopted on:
- Reviewed on: 02/10/10
- Revised on:



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**Columbus Public Schools**

**ADMINISTRATION**

6121

District Organization

The Superintendent 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.

Policy History:

- Adopted on:
- Reviewed on: 02/10/10
- Revised on:

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**Columbus Public Schools**

**ADMINISTRATION**

6122

Delegation of Authority

Unless otherwise specified, the superintendent 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 that are appropriate for the position as designated or as directed by the superintendent. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Procedure History:

Adopted on:  
Reviewed on: 02/10/10  
Revised on:

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**Columbus Public Schools**

**ADMINISTRATION**

6123

Administrative Regulation Authority

Board policies set forth provide the basic objectives, administrative guidance, and basis for performance evaluation for the administrative and operational staff through their board policy. The superintendent will provide the leadership and general supervision for the implementation of the board policy and the management of the school district affairs under these policies.

The administrative staff shall provide the immediate leadership and supervision of the implementation of board policy and the management of school district affairs as prescribed in these policies and the administrative regulations.

Procedure History:

- Adopted on:
- Reviewed on: 02/10/10
- Revised on:

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2 **Columbus Public Schools**

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4 **ADMINISTRATION**

6130

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6 Assignment and Transfer of Administrative Staff

7  
8 Administrative staff are responsible to the board through the superintendent. The assessment of  
9 administrative staff shall be in accordance with the organizational chart of the district.

10  
11 Subject to the approval of the trustees, the superintendent shall have the authority to reorganize and/or  
12 arrange the specific responsibilities of the administrative and supervisory staff in a manner that will  
13 provide for effective operation of the district. The superintendent shall, in considering any assignment or  
14 transfer, base a decision on such factors as the desired performance and/or expectations inherent in the  
15 position, the staff member's background and preparation, the staff member's past performance, the  
16 impact on other facets of the district's operations, and the needs of the district.

17  
18 Administrative staff shall be notified as soon as possible about any changes in assignment. Nothing in  
19 this policy shall prevent the superintendent from reassigning an administrative staff member during the  
20 school year.

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23 Procedure History:

24 Adopted on:

25 Reviewed on: 02/10/10

26 Revised on:  
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5 **ADMINISTRATION**

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7 Duties and Qualifications of Administrative Staff Other Than Superintendent

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9 Duty and Authority

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

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

18  
19 Qualifications

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

26  
27 Administrative Work Year

28  
29 The administrators’ work year shall be the same as the District’s fiscal year, unless otherwise stated in  
30 the employment agreement. In addition to legal holidays, the administrators shall have vacation periods  
31 as approved by the Superintendent.

32  
33 Administrator Salary and Benefits

34  
35 The Board will establish the terms and conditions of employment, including salary and benefits, for  
36 administrative staff through negotiations with the administrators. Merit pay as a means to award  
37 excellence may be incorporated into the salary system for administrators and supervisors.

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40 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
	ARM 10.55.602	Definition of Internship
	ARM 10.55.607	Internships

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48 Policy History:

49 Adopted on:

1 Reviewed on:  
2 Revised on: 02/10/10, 04/08/14

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**Columbus Public Schools**

**ADMINISTRATION**

6141

Employment Restrictions for Administrative Personnel

The Superintendent must give prior approval for time taken by administrators 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 be: deducted from vacation time; granted as additional personal leave as specified by a written contract; or that time prorated to a dollar amount and that amount deducted from the next regularly scheduled pay period.

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

Policy History:

Adopted on:  
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**Columbus Public Schools**

**R**

**ADMINISTRATION**

6210

Principals

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools. Principals shall achieve and maintain high standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal experience from the learning experience. The principals have primary responsibility for the improvement of instruction in their programs.

Principals are the chief administrators of their assigned schools and are responsible for the day-to-day operation of their building. The primary responsibility of Principals is the development and improvement of instruction. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b).

Legal Reference:	§ 20-4-403, MCA	Powers and duties of principal
	10.55.701, ARM	Board of Trustees
	10.55.703, ARM	Licensure and Duties of School Principal

Policy History:

Adopted on:  
Reviewed on: 02/10/10  
Revised on: 04/08/14

1 **Columbus Public Schools**

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3 **ADMINISTRATION**

6310

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5 Internships

6  
7 Internships for those who are in the process of acquiring administrative credentials shall be considered  
8 and approved on an individual basis. The superintendent and the district administrator involved will  
9 review the internship proposal with the candidate and university supervisor prior to approval. Final  
10 approval of the internship will be made by the superintendent and the involved district administrator after  
11 this conference.  
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15 Policy History:

16 Adopted on:

17 Reviewed on: 02/10/10

18 Revised on:  
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**Columbus Public Schools**

**R**

**ADMINISTRATION**

6410

Evaluation of Administrative Staff

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

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent 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 staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within a reasonable time following the conference.

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

Legal Reference:        10.55.701, ARM         Board of Trustees

Policy History:

Adopted on:  
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**Columbus Public Schools**

**ADMINISTRATION**

6420

Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the District. Each year the Superintendent should develop an administrative in-service program based upon the needs of the District, as well as the needs of individual administrators.

Administrative staff are encouraged to be members 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

Policy History:

Adopted on:  
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