

1 **Browning Public Schools**

2
3 Policy #2610

4 Policy Name: Principals and Administrators

5 Regulation: -----

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7 **Duty and Authority**

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9 **As authorized by the Superintendent, administrative staff will have full responsibility for day-**
10 **to-day administration of the area to which they are assigned. Administrative staff are**
11 **governed by Board policies and are responsible for implementing administrative procedures**
12 **relating to their assigned responsibilities.**

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

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17 **Principals**

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19 Principals are the chief administrators of their assigned schools. The primary responsibility of Principals
20 is the development and improvement of instruction. The majority of the Principals’ time shall be spent on
21 curriculum and staff development through formal and informal activities, establishing clear lines of
22 communication regarding the school rules, accomplishments, practices, and policies with parents and
23 teachers. Principals are responsible for management of their staff, maintenance of the facility and
24 equipment, administration of the educational program, control of the students attending the school,
25 management of the school’s budget, and communication between the school and the community.
26 Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive
27 education and learning environment.
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29 **Evaluation**

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31 **Principals will be evaluated in accordance with ARM 10.55.701(4)(a)(b). Each**
32 **administrator will be evaluated annually, in order to provide guidance and direction to the**
33 **administrator in the performance of his/her assignment. Such evaluation will be based on**
34 **job descriptions, accomplishment of annual goals and performance objectives, and**
35 **established evaluative criteria.**

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

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

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

Administrative Work Year

The administrators’ work year will correspond with the District’s fiscal year, unless otherwise stated in an employment agreement. In addition to legal holidays, the administrators will have vacation periods as approved by the Superintendent.

Compensation and Benefits

Administrators will receive compensation and benefits as stated in their employment agreements.

Cross Reference:

- 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
 § 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
 10.55.602 ARM, Definition of Internship
 10.55.607 ARM, Internships

Policy History:

Adopted on: 9/30/08
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