

1 **Browning Public Schools**

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3 **Policy #2140**

4 Policy Name: *Duties of Administrative Staff*

5 Regulation: -----

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7 As authorized by the Superintendent of Schools, administrative staff shall have full responsibility
8 for the day-to-day administration of the area to which they are assigned. Administrative Staff are
9 governed by the policies of the District and are responsible for implementing the administrative
10 procedures that relate to their assigned responsibilities. All administrative staff will be evaluated by,
11 and report directly to, the superintendent or his/her designee.

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13 *The primary responsibility of every administrator employed by Browning Public School is to*
14 *manage programs in a manner which significantly contributes to measurable student achievement.*

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16 To this end, each administrator's duties shall include, but are not be limited to:

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18 1. planning for the improvement of the program for which they are responsible;
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20 2. evaluating that program regularly;
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22 3. recommending to the superintendent budgetary, program, staff and other changes that will
23 enhance the program;
- 24
25 4. advising the superintendent of the impact of proposed policies or other administrative actions
26 on the programs for which they are responsible;
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28 5. evaluating the performance of staff assigned;
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30 6. assisting his/her subordinates to improve their performance;
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32 7. promoting effective working relationships with students, staff and patrons of the district;
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34 8. supervising the care and maintenance of all facilities to which they are assigned.
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36 9. all other duties as assigned by the superintendent

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40 **Cross reference:**

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42 **Legal Reference:** 10.55.701, ARM Board of Trustees

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44 **Policy History:**

45 Adopted on: 1/12/99

46 Revised on: