

## Chinook School District

### ADMINISTRATION

6140

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

##### Duties and Authority

District administrative and supervisor positions are established by the Board in accordance with state law and regulations. General duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description.

##### Qualifications

All administrative personnel shall have a valid administrator's certificate and appropriate endorsements issued by the State Certification Board, and 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 agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

##### Compensation and Benefits

The Board will consider the Superintendent's recommendations, when setting compensation for individual administrators.

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: June 1999

Revised: