

## ADMINISTRATION

### Duties of Administrative Personnel

As authorized by the Superintendent of Schools, administrative personnel shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative personnel are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties shall include but not be limited to:

Planning for the improvement of the program for which he/she is responsible;

Evaluating that program regularly;

Recommending to the Superintendent budgetary, program, staff and other changes that will enhance the program;

Advising the Superintendent of the impact of proposed policies or other administrative actions on the programs for which the administrator is responsible;

Evaluating the performance of those staff as assigned;

Assisting his/her subordinates to improve their performance;

Promoting effective working relationships with students, staff and patrons of the District;

Maintaining a progressive community/staff relations program within his/her building or assigned area.

Legal Reference: 10.55.701, ARM Board of Trustees

### Policy History:

Adopted on: December 9, 1997