

1 **CJI Public Schools**

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2
3 **ADMINISTRATION**

6140

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5 Duties and Qualifications of Administrative Staff Other Than Superintendent

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7 Duty and Authority

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

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14 The principal's duties and responsibilities will be set forth in a job description for that particular
15 position.

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17 Qualifications

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

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24 Administrative Work Year

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26 The principals' work year will correspond with the District's fiscal year, unless otherwise stated
27 in an employment agreement. In addition to legal holidays, the principal will have vacation
28 periods as approved by the Superintendent.

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30 Compensation and Benefits

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32 The principal will receive compensation and benefits as stated in their employment agreements.

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		Legal Reference:	§ 20-4-401, MCA	Appointment and dismissal of district					
			§ 20-4-402, MCA	superintendent or county high school principal					
			10.55.701, ARM	Duties of district superintendent or county high					
			ARM 10.55.602	school principal					
			ARM 10.55.607	Board of Trustees					
				Definition of Internship					
				Internships					

43 Policy History:

44 Adopted on: 03/2005

45 Reviewed on:

5 Revised on: 03/11/14