

SCHOOL ADMINISTRATION

District Organization: Building Administrators & Districts Administrators

Building administrators are the chief administrators of their assigned schools. The primary responsibility of building administrators is the development and improvement of instruction. A majority of the administrator's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building administrators are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, supervision of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Building administrators will be evaluated on their instructional leadership abilities and their abilities to maintain positive education and learning environments.

Evaluation

The Assistant Superintendent shall evaluate each building administrator at least annually. Building administrators have a right to access the evaluation instrument. Evaluations shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. The building administrator shall sign a copy of the evaluation document and shall be given a copy of the document for his or her records. The building administrator shall also have the right to attach a written statement to the evaluation within 15 business days following the conference.

District Organization: District Administrators

As authorized by the Superintendent, administrators 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:

1. planning for the improvement of the program for which he or she is responsible;
 2. evaluating that program regularly;
 3. recommending to the Superintendent budgetary, program, staff and other changes that will enhance the program;
 4. advising the Superintendent of the impact of proposed policies or other administrative action on the program for which the administrator is responsible;
 5. evaluating the performance of staff as assigned;
 6. assisting his or her subordinates to improve performance;
 7. promoting effective working relationships with students, staff and patrons of the District;
- and

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

Evaluation

The Superintendent shall establish procedures for the conduct of evaluations of administrative personnel. Each school year, the Superintendent shall inform each administrator of the criteria to be used for evaluation purposes, including the adopted goals of the District. Evaluation criteria shall include but not be limited to performance statements which address leadership; administration and management; school finances; professional development; professional interaction with students, staff and community; District building programs; and staff supervision. District administrators have a right to access to evaluation instrument.

Each administrator shall be evaluated annually so as to provide guidance and direction to the administrator in terms of job performance. The evaluation shall be based on his or her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

Administrative personnel subject to the supervision and evaluation process shall sign a copy of her or her evaluation document and be provided a copy for his or her records. The administrator shall have the right to attach a written statement to the evaluation within fifteen (15) business days following the evaluation conference.

Cross References:

Legal References:

[10.55.724, ARM Evaluation](#)

Policy History:

Adopted on: 3.10.2015

Revised on: 2.13.2024