

MIAMI ELEMENTARY SCHOOL DISTRICT #31

R = required

6000 SERIES  
ADMINISTRATION

TABLE OF CONTENTS

6000

6121 - ✓

6122 - ✓

6141 - ✓

6420 - ✓

Goals

District Organization

Delegation of Authority

Employment and Association Restrictions

Professional Growth and Development

6000 - ✓

6005 - ✓

6111

6122 - ✓

6141 - ✓

6144 - ✓

6420 - ✓

MIAMI ELEMENTARY

R = required

6000 SERIES  
ADMINISTRATION

TABLE OF CONTENTS

6005	Role of the County Superintendent
6111	Administration in Policy Absence
6144	Duties of the Supervising Teacher
6420	Professional Growth and Development

1 Miami Elementary

2  
3 **ADMINISTRATION**

6000

4  
5 Goals

6  
7 The Board primary functions are to manage the District and to facilitate the  
8 implementation of a quality educational program. It is the goal of the Board that the  
9 administrative organization:

- 10  
11 1. Provide for efficient and responsible supervision, implementation, evaluation, and  
12 improvement of the instructional program, consistent with the policies established by the  
13 Board;  
14  
15 2. Provide effective and responsive communication with staff, students, parents, and other  
16 citizens; and  
17  
18 3. Foster staff initiative and rapport.  
19

20 The District's administrative organization will be designed so that all divisions and departments  
21 of the District are part of a single system guided by Board policies implemented through the  
22 Board. Board are expected to administer their facilities in accordance with  
23 Board policy and the Board rules and procedures.  
24 District

25  
26  
27 Policy History:

28 Adopted on: 2/9/20

29 Reviewed on:

30 Revised on:

1 MIAMI Elementary

2  
3 ADMINISTRATION

6005

4  
5 Role of the County Superintendent

6  
7 The Board of Trustees recognizes that the County Superintendent shall assist it with the general  
8 supervisory responsibility of the school since there is no school administrator, unless the  
9 Trustees choose to contract with another school administrator.

10  
11 Specifically, the County Superintendent will:

- 12  
13 1. Administer the oath of office to incoming board members;  
14  
15 2. Compute the budgeting in revenues realized from tax levies;  
16  
17 3. Provide the Board teacher supervision and evaluation and curriculum revisions.  
18  
19

20 In addition, the County Superintendent may:

- 21  
22 1. Assist with the hiring of teachers;  
23  
24 2. Organize professional development for the district;  
25  
26 3. Coordinate curriculum and assessment;  
27  
28 4. Coordinate special funds from grants and federal sources;  
29  
30 5. Provide opportunities for group purchasing of educational material and supplies.  
31  
32 6. Other duties as agreed to with the Trustees.  
33

34  
35 Legal Reference: §20-3-207 MCA Assist Trustees with School Supervision  
36 §20-3-208 MCA Authority to Request, Accept & Disburse Money  
37 §20-3-210 MCA Controversy Appeals & Hearings  
38

39 Policy History:

40 Adopted on: 9/22/2020

41 Reviewed on:

42 Revised on:

1 Miami Elementary

2  
3 **ADMINISTRATION**

6121

4  
5 District Organization

6  
7 The Board shall develop an organizational chart indicating the channels of authority and  
8 reporting relationships for school personnel. These channels should be followed, and no level  
9 should be bypassed, except in unusual circumstances.

10  
11 The organization of District positions of employment for purposes of supervision, services,  
12 leadership, administration of Board policy, and all other operational tasks shall be on a “line and  
13 staff” basis. District personnel occupying these positions of employment shall carry out their  
14 duties and responsibilities on the basis of line and staff organization.

15  
16  
17  
18 Policy History:  
19 Adopted on: 3/9/22  
20 Reviewed on:  
21 Revised on:

1 Miami Elementary

2  
3 ADMINISTRATION

6122

4  
5 Delegation of Authority

6  
7 Unless otherwise specified, the Bowl has the authority to designate a staff member to serve  
8 in an official capacity for the implementation of District policies or as his/her personal  
9 representative. This authorization will include those responsibilities appropriate for the position  
10 as designated or directed by the Bowl.

11  
12  
13  
14 Policy History:

15 Adopted on:

16 Reviewed on:

17 Revised on:

1 Miami Elementary

2  
3 **ADMINISTRATION**

6141

4  
5 Employment and Association Restrictions

6  
7 The Board must give prior approval for time taken by Employee from the regularly  
8 assigned work schedules, for such paid activities as consulting, college teaching, lecturing, and  
9 other related employment.

10  
11 The amount of time lost to the District will be but is not restricted to being: deducted from  
12 vacation time; granted as additional personal leave as specified by a written contract; or prorated  
13 to a dollar amount to be deducted in the next regularly scheduled pay period.

14  
15 Time taken from the regularly assigned work schedule for non-paid activities shall follow the  
16 format established above.

17  
18  
19  
20 Policy History:

21 Adopted on:

22 Reviewed on:

23 Revised on:

3/9/22

1 MIAM Elementary

2  
3 **ADMINISTRATION**

6144

4  
5 Duties of the Supervising Teacher

6  
7 The day-to-day operation of the school shall be the Supervising Teacher's responsibility. The  
8 Supervising Teacher is governed by the policies of the District and is responsible for  
9 implementing the administrative procedures that relate to his/her assigned responsibilities.  
10 Supervising Teacher is subject to the terms of the employment contract and job description.  
11

12  
13 Legal Reference:                    10.55.701, ARM            Board of Trustees

14  
15 Policy History:

16 Adopted on: 9/22/2020

17 Reviewed on:

18 Revised on:



1 MIAMI Elementary

2

3 **ADMINISTRATION**

6420

4

5 Professional Growth and Development

6

7 The Board recognizes that training and study for the Teaching  
8 STAFF contributes to skill  
9 development necessary to better serve the needs of the District. Professional development shall  
10 be based on the needs of the District, as well as the needs of the individual.

10

11 Professional Association Memberships

12

13 The Teaching  
14 STAFF is encouraged to be a member of and participate in professional  
15 associations that have as their purposes the continued improvement of education in general.

15

16

17

18

19 Policy History:

20 Adopted on: 9/22/2020

21 Reviewed on:

22 Revised on:

1 Miami **Elementary**

2  
3 **ADMINISTRATION**

6420

4  
5 Professional Growth and Development

6  
7 The Board recognizes that training and study for Employees contribute to skill development  
8 necessary to better serve the District's needs.

9  
10 The Employees is encouraged to be a member of and participate in professional associations  
11 which have as their purposes the upgrading of school staff and the continued  
12 improvement of education in general.

13  
14  
15  
16 Legal Reference: § 20-1-304, MCA Pupil-instruction-related day

17  
18 Policy History:

19 Adopted on:

20 Reviewed on:

21 Revised on: