

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Blaine County Superintendent of Schools

SUMMARY OF WORK: The County Superintendent provides general supervision of the schools in Blaine County. The superintendent also performs the administrative functions for the rural school districts that do not employ a district superintendent or principal.

The County Superintendent is the fiscal Authorized Representative for rural school districts that do not employ a district superintendent or principal.

The superintendent's office provides administrative, financial, legal, and recordkeeping support to the county's public schools and acts as a liaison between the Montana Office of Public Instruction and local government units. The superintendent conducts hearings on matters of controversy, oversees district tax levies and budgets, administers the oath of office to trustees, and acts as record keeper of school information.

The superintendent assists school boards, educators, and the public in understanding and implementing laws pertinent to education. Assisting families with providing notification to home school and provides information to the public regarding school district boundaries and property transfers.

JOB CHARACTERISTICS:

Essential Functions: This position requires:

- Ability to communicate orally and in writing.
- Public speaking.
- Public relations.
- Ability to hear speaking voices and answer the telephone.
- Ability to operate a computer and other office machines.
- Ability to travel to all schools in the county, rural included.
- Ability to attend rural school board meetings, often held during the evening hours.
- Ability to operate a motor vehicle.
- Overnight travel for training and workshops, as needed.
- Sitting at desk using keyboards for an extended period of time.
- Being on your feet for extended periods of time.
- Filing, indexing and retrieval materials.
- Ability to maintain a high standard of excellence as it relates to your role as Superintendent.
- Knowledge of the various Federal and State computer programs and ability to navigate within those systems.

- Interprets and applies departmental or division rules, policies and regulations in accordance with the prescribed procedures, policies and guidelines.
- Listens to and processes complaints from the public relating to the department, district or operations and takes appropriate action to resolve or refer such complaints.
- Work with Montana Special Education laws, policies, and regulations. Work with student IEP's and 504 Accommodation plans, attend student IEP meetings at local and rural schools.
- Ability to work effectively with people with a variety of culturally diverse backgrounds.
- Ability to maintain staff and student confidentiality.
- Ability to hold Zoom meetings when necessary

Working Conditions: Duties are primarily performed in an office environment while sitting or standing at a desk or computer terminal. Some physical effort, including lifting, is required. Must have visual, physical, and technical ability to independently use a computer, photocopier, scanner, and fax machine; requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Automobile driving and overnight travel required.

JOB REQUIREMENTS, ACCOUNTABILITY AND PERFORMANCE:

The successful applicant must be able to perform the following with or without reasonable accommodation.

- General supervision of public schools in the county in collaboration with Montana's Office of Public Instruction.
- Supervision of rural schools not under the supervision of a district superintendent or principal.
- Provides Administrative functions for the rural schools in the county
- Is the Authorized Representative for state and federal grants for rural schools in the county. ***Ref: Montana Office of Public Instructions Grants Handbook***
- Promotion of educational growth and improvement, including regular attendance at Superintendents' and Clerks' meetings.
- Chief County School Financial Officer, including budgeting assistance and a graphic report on school finance.
- Primary Infinite Campus/AIM contact between OPI and rural school districts to validate and certify all student information. This includes attendance, enrollment, demographic, ethnicity, program participation, assessment data, school transfers.

- Record keeping of numerous official school records, including the history of the schools.
 - Blaine County's Rural Schools
- Maintenance of homeschool records which requires any parent or legal guardian choosing to homeschool to notify their local County Superintendent of Schools annually and provide immunization and attendance records. Submits a homeschool report to OPI in the fall.
- Registration of teacher certificates which must occur within 60 days of employment per MCA 20-4-202.
- Serving as the Court of Appeal for contested school controversy cases that are determined to fall under the jurisdiction of the County Superintendent. Appeals must be filed within 30 days of a school board decision that meets the criteria of a contested case.
- Assistance with school trustee elections in collaboration with the Elections Office and local school districts
- General supervision of transportation.
- Presiding office of the County Transportation Committee.
- Acts on district organization, alteration, abandonment, and boundary changes and is a member of the High School Boundary Commission.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Valid Class 1 Professional Certificate; Class 2 Standard Certificate; or Class 3 Administrative and Supervisory Certificate issued by the Superintendent of Public Instruction; and
- Have 3 years of successful teaching experience.
- Valid Driver's License

The following applications materials must be submitted to be considered:

- Completed Blaine County Employment Application.
- Letter of Application.
- Resume.
- A minimum of three (3) letters of professional reference.
- Copy of Valid Class 1 Professional Certificate; Class 2 Standard Certificate; or Class 3 Administrative and Supervisory Certificate issued by the Superintendent of Public Instruction.

MONTANA ASSOCIATION OF COUNTY SUPERINTENDENT OF SCHOOLS
(MACSS) DUTIES

ADMINISTRATIVE:

- Carry out duties prescribed by the Legislature, Board of Public Education, and the State Superintendent of Schools.
- As a county government official and county school officer, provide general supervision of public schools in the county.
- Assist trustees with school supervision.
- Advise and direct teachers on instruction, pupil discipline, and other duties of the teacher.
- Visit schools at the request of the Trustees, and as needed.
- Consult with the Trustees on all school matters that may be found during the observation of the school or may otherwise come to their attention.
- Provide supervision to any school with an enrollment of fewer than 105 students and not under the supervision of a district superintendent or principal.
- Administer oaths of office to Trustees.
- Provide other services to districts that fall within the scope of the state statutes.
- Promote educational growth and improvement.

LEGAL:

- Hear and decide all matters of controversy arising as a result of decisions of the Trustees of a district in the county. If it falls within the jurisdiction of the County Superintendent.

FINANCE:

- As Chief County School Financial Officer, calculate budgets and levies for the following funds:
 - General
 - Transportation
 - Retirement
 - Tuition
 - Bus Depreciation
 - Adult Education
 - Debt Service
 - Building Reserve
- Certify district ANB.
- Compile annual financial reports.
- Distribute county retirement and transportation revenues.

OTHER DUTIES:

- Chairman of the County Transportation Committee.
- Member of High School Boundary Commission of the County
- Attendance officer of a district under prescribed conditions per MCA 20-5-105

RECORD KEEPING:

- Record all official acts:
 - School District Organization
 - School District Alteration
 - School District Abandonment
 - Establishment of nominating districts
 - Distribution of federal and state revenue
 - Distribution of private revenue
 - Teacher supervision and evaluation
 - School controversies/hearings
 - County transportation committee acts

- Record and preserve records:
 - Attendance agreements
 - Transportation contracts
 - Bus Routes
 - Student enrollment/Attendance records
 - Continuous School Improvement Plan
 - Student Records
 - Election data (trustee, mill levy, bond)
 - Preliminary/Final budgets
 - Trustee Annual Report
 - School district audits
 - Personnel records
 - Home school registration records
 - Rural School Accreditation reports

- Register:
 - All professional certificates and educator licenses
 - Bus driver certificates
 - Bus inspection certificates
 - Clerk appointments
 - Trustee's certificate of election or appointment
 - Trustee's oath of office

**Blaine County
Superintendent of Schools
Position Fact Sheet**

Salary: \$ 29.29 per hour: \$ 61,157.52 annually

Health Insurance: County contributes \$1,200.00 towards insurance. Employees have the option to add family members at employee's expense.

Dental Insurance: Available at employee's expense

Vision Insurance: Available at employee's expense

Retirement: Public Employee Retirement System (PERS)
7.9% Contribution of Employee Wages
9.07% Contribution by County