

**ELECTED
COUNTY
OFFICIALS
SERVING
MONTANA**

**STUDENTS
PARENTS
TEACHERS
ADMINISTRATORS
TAXPAYERS**

**FOR
OVER
ONE
HUNDRED
YEARS**

The office of County Superintendent of Schools is provided by and for the people living in the county. The Superintendent is expected to provide the best possible educational setting for all schools in the county. The office is a service agency that responds to local needs and provides professional and educational leadership.



**PROFESSIONALS
ON
THE
MOVE**

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Distributed by
The Montana Association of County School Superintendents

County Superintendent of Schools

MONTANA ASSOCIATION OF COUNTY SCHOOL SUPERINTENDENTS

ADMINISTRATIVE

Carry out duties prescribed by the Legislature, Board of Public Education and the State Superintendent of Public Instruction.

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 in instruction. Pupil discipline and other duties of the teacher.

Visit schools at the request of the trustees.

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 for supervision to any school with an enrollment of fewer than 150 students and not under the supervision of a district superintendent or principal.

Administer oaths of office to trustees.

Provide other services to district that fall within the scope of state statutes.

Promote education 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.

FINANCE

As Chief County School Financial Officer calculate budgets and levies for the following: Funds:

General	Adult Education
Transportation	Debt Service
Retirement	Building Reserve
Tuition Fund	Technology
Bus Depreciation	Flexibility

Certify district ANB

Compile annual financial report

Distribute County Retirement and Transportation revenues

OTHER DUTIES

Chairman of the County Transportation Committee

Attendance officer of a district under prescribed conditions

Other duties as defined in the School Laws of Montana as well as the Administrative Rules of Montana

RECORDKEEPING

Record all official acts:

- School district organization
- School district alteration
- School district abandonment
- Establishment of nomination 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
- Student enrollment/attendance records
- Annual Data Collection Reports
- Student records
- Preliminary/Final budgets
- Trustees Financial Summary reports
- School district audits
- Personnel records
- Home School Registrations

Register:

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

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