

Montana Association of County Superintendents of Schools (MACSS)

Duties

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 on 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 districts that fall within the scope of 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.

Finance

- As Chief County School Financial Officer calculate budgets and levies for the following:
 - General fund
 - Transportation fund
 - Retirement fund
 - Tuition fund
 - Bus Depreciation
 - Adult Education
 - Debt Service
 - Building Reserve
- Certify district ANB
- Compile annual financial report
- Distribute County Equalization revenues

Other Duties

- Chairman of the County Transportation Committee
- Member of High School Boundary Commission of the County
- Attendance officer for a district under prescribed conditions

Recordkeeping

Record all Official Acts	Record & Preserve Records	Register
School district organization	Attendance agreements	Register all professional certificates
School district alteration	Transportation contracts	Bus driver certificates
School district abandonment	Student enrollment/attendance records	Bus inspections certificates
Establishment of nominating districts	Fall reports	Clerk appointments
Distribution of federal and state revenue	Election data (trustee, mill levy, bond)	Trustee's certificate of election
Distribution of private revenue	Student records	Trustee's oath of office
Teacher supervision and evaluation	Preliminary/final budgets	
School controversies/hearings	Trustee annual reports	
County Transportation Committee	School district audits	
	Personnel records	
	Home school registrations	