

## INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

### **PRINCIPAL:**

#### **Appointment:**

The Principal shall be elected by the School Board following the nomination of the Superintendent. Should the School Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for position of Principal will file a formal, written application with the Superintendent. All applications will be screened by the Superintendent and a number will be selected for interview.

Applications for qualified applicants selected for interview will be available to the hiring committee for their review. The hiring committee will include the Superintendent, member(s) of the School Board, and staff members from each School building.

It will be the policy of the Superintendent and Board to promote local candidates when such a promotion is in the best interests of the school. All such candidates must meet requirements as established by the Superintendent and Board.

#### **Functions:**

The building Principal shall be responsible for the school buildings and grounds to which s/he is assigned. S/he shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, and persons hired to perform special tasks.

The Principal shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Principals will file a written report, on a date designated by the Superintendent, to the Superintendent.

The Principal shall attend School Board meetings unless excused by the Superintendent.

#### **Regulatory References:**

*NH Code of Administrative Rules, Section Ed. 304.01, Substantive Duties of School Principals*

#### **Appendix CFA-R**

First Reading:	November 27, 2001
Second Reading:	December 11, 2001
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