

## CFA - INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

### *Category R*

#### Principal Appointment

The principal shall be elected by the Board following nomination by the Superintendent. Should the 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 by the Superintendent and the Board.

All applications will be available to the Board for their review and candidates selected by them for interview will be included in the interview process.

It will be the policy of the Superintendent and Board to promote 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 principal shall be responsible for the school building and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, 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.

The principal will file a monthly written report, on a date designated by the Superintendent, to the Superintendent.

The principal shall attend Board meetings if requested by the Superintendent or the Board.

**Legal Reference**

*N.H. Code of Administrative Rules, Section Ed [304.01](#), Substantive Duties of School Principals*

*Appendix [CFA-R](#)*

Reviewed Mason: October 19, 2015

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Second Reading and Approval Mason: October 12, 2009

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