

INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL – PRINCIPAL

Appointment

The principals 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 the hiring committee and a number will be selected for interview. A representative from the Board will be assigned by the Board Chair to serve as a member of the hiring committee.

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 and District. All such candidates must meet requirements as established by the Superintendent and Board.

Functions

All building principals shall be responsible for the school buildings 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.

All principals shall keep the superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

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

The school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with local School Board Policy and/or as directed by the Superintendent of Schools.

The school principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and nonprofessional positions with the school administrative unit in accordance with local school board policy, or as directed by the Superintendent of Schools.

The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the Superintendent of Schools.

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The school principal shall perform any duty assigned by the Superintendent in accordance with local school board policy, state statutes and rules of the State Board of Education.

Legal Reference

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

Policy History

Adopted:	November 2001
1 st Reading:	October 5, 2010
2 nd Reading:	December 14, 2010
Approved by NHSBA:	August, 2011
1 st Reading:	August 24, 2021
2 nd Reading:	September 14, 2021
Approved:	September 14, 2021