

<b>Hampton School District Policy</b>	<b>Section:</b> <u>C</u> <b>Code:</b> CFA <b>Title:</b> Individual School Administrative Personnel <b>Category:</b> R (Recommended) <b>Page:</b> 1 of 2
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**INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL**

**Principals**

**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 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.

**Terms of Contract**

All appointments will be on a one-year basis, unless otherwise approved by the 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.

Principals 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.

**Employment**

Administrative personnel will be employed on a 12-month basis. Vacation will be granted as follows:

<b>Adopted:</b>	<b>DATE:</b> February 16, 2004, September 14, 2010
<b>Reviewed:</b>	July 2010
<b>Revised:</b>	
<b>Cancellation:</b>	

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**INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL**

*(continued)*

1 <sup>st</sup> thru 10 <sup>th</sup> year employment in Hampton School District	20 days
11 <sup>th</sup> year	21 days
12 <sup>th</sup> year	22 days
13 <sup>th</sup> year	23 days
14 <sup>th</sup> year	24 days
15 <sup>th</sup> year and over	25 days

Portions of school vacations may be taken by approval of the Superintendent or Chairperson of the School Board.

Vacation time should be taken concurrent to the school calendar vacation unless approved by the School Board.

Legal Reference:

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

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