

INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

Principals

Appointment

The principals shall be approved by the Berlin Board of Education 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 of Schools. All applications will be screened by the Superintendent and a number will be selected for interview by the Superintendent and the Board.

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 School 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 an annual printed 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.

First Reading: March 17, 2010

Second Reading: April 7, 2010

Adopted: April 7, 2010