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### Policy 1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this district in a Superintendent and recognizes that the appointment of a person to that office is one of the most important functions this Board can perform.

The Superintendent shall devote himself or herself exclusively to the duties of the office.

#### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. The preparation of a written job description;
2. Preparation of informative material describing this school district and its educational goals;
3. Where feasible, the opportunity for applicants to visit the district;
4. The requirement that each serious candidate for the position be interviewed by Board members in a format that encourages the candidate to express an educational philosophy;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

#### Qualifications

The Superintendent must possess a valid New Jersey administrative certificate endorsed for school administrator in accordance with law and must qualify for employment following a criminal history record check.

#### Employment Contract

A person appointed as Superintendent must enter an employment contract with the Board. The contract will include a term of not less than three nor more than five years for which employment is contracted, stating beginning and ending dates; the salary to be paid; the benefits to be received; and a provision for termination of the contract by the Superintendent on twelve month's notice. During the term of the contract, the Superintendent may be dismissed or reduced in compensation only for just cause and only by the Commissioner of Education pursuant to the tenure hearing laws. The

contract will automatically renew for the same term and with the same conditions unless the parties have entered a new contract, which may provide a different term of not less than three nor more than five years, or the Board has notified the Superintendent, at least one year in advance of the expiration of the contract, that the contract will not be renewed.

#### Physical Examination

A person appointed as Superintendent must meet the requirements for physical examination set forth in Policy No. 3160.

#### Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.A.C. 6:11-9.4

N.J.S.A. 18A:16-1, 18A:17-15 et seq.

Adopted: 11 June 1997