

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this district in the Superintendent. Appointment of that officer is, therefore, one of the most important functions this Board can perform.

Whenever that position shall be vacant, the Board shall appoint a Superintendent of Schools and fix the salary and term of office.

The Superintendent so appointed shall devote himself/herself exclusively to the duties of the office.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent of this district. It will be aided in this task by the County Superintendent.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. The preparation of a written job specification for the position;
2. Preparation of written qualifications, in addition to proper State certification, sought in all applicants;
3. Preparation of informative material describing this school district and its educational goals;
4. Where feasible, the opportunity for applicants to visit the school(s) of the district;
5. 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;
6. Solicitation of applications from a wide geographical area; and
7. Consideration of all applicants fairly without discrimination on the basis of race, sex, age, religion, ethnic background or other condition unrelated to the position of the Superintendent.

No person may be employed as the Superintendent of this district unless he/she has signed an employment contract with the Board. Such contract shall include:

1. The term for which employment is contracted, including beginning and ending dates.
2. The salary which the Superintendent shall be paid and the intervals at which it shall be paid.
3. The benefits to which the Superintendent is entitled.

Superintendent's Benefits

The benefits of the Superintendent shall be as negotiated with the Board of Education consistent with the Personnel Profile of the

district and the Superintendent's employment contract.

Tuition Reimbursement - Coursework Superintendent

The Board of Education shall, pursuant to the provision of this policy, provide for course reimbursement for the Superintendent:

1. The course is approved by the Board prior to the time it is taken;
2. The course is successfully completed and evidence to this effect is submitted to the Board;
3. Evidence of cost and charges, i.e., checks, receipts, etc., are presented upon application for reimbursement;
4. The Superintendent is still employed by the Board at the time course is completed and reimbursement is applied for; and
5. Costs do not exceed \$3,000.00 per year or as adjusted annually. Registration and books (fees)/(costs) are included in this amount. Books become the property of the school district.

N.J.S.A. 18A:16-1; 18A:17-15 et seq.
N.J.A.C. 6:11-9.3; 6:11-9.4

Adopted: 9 February 2004

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