

## EMPLOYMENT OF ADMINISTRATORS AND SUPERVISOR PERSONNEL

A. General Rules. All appointments to administrative and supervisory positions, including “school administrators”, as defined in Section B below are to be recommended by the Superintendent and approved by the New Hanover County Board of Education (Board). The following persons, as appropriate, will represent the Board of Education in the interviews:

- Central office representative, as designated by the Superintendent or designee;
- Appropriate building or unit administrator in which vacancy is being filled;
- A peer who will be selected from the same group, or as close as possible, for an area in which vacancy is being filled; and
- Other persons which may be selected by the Superintendent or the Division of Human Resources.

While equal consideration will be given to all eligible, qualified candidates who apply, the following attributes will merit extremely close attention:

- Licensure;
- Professional training;
- Previous experience;
- Evidence of accomplishments; and
- Personal qualities.

Notice of such vacancies will be advertised generally as well as distributed throughout the school system at least ten (10) days prior to the closing date for accepting applications, except when extenuating circumstances dictate the use of a shorter period of time.

All applicants must complete an online application and additional documents as requested.

Special Rules for “School Administrators”. Principals, assistant principals, supervisors, directors or coordinators who are hired to fill administrative or supervisory positions and whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program are considered “school administrators” for purposes of this Policy. School administrators shall be hired by the Board upon recommendation of the Superintendent, pursuant to N.C.G.S. §115C-287.1, and shall work under written contracts. The initial contract for a school administrator shall be for two (2) to four (4) years, ending on June 30<sup>th</sup>, provided that the first year may be for a period of less than twelve (12) months if the contract becomes effective on or before September 1<sup>st</sup>. The standard initial contract with a school administrator shall be for two (2) school years or if the contract becomes effective after September 1<sup>st</sup>, the standard initial contract shall be for that school year plus the following two (2) school years. In special cases, the Superintendent may recommend, and the Board may approve, an initial contract with a school administrator for a longer term, not to exceed four (4) years, ending on June 30<sup>th</sup>.

In the case of a subsequent contract between a principal or assistant principal and the Board, the contract shall be for a term of four (4) years, unless a shorter term is allowed by law.

Notwithstanding any other provision of this Policy, the Superintendent may recommend, and the Board may approve, an initial contract with a person who holds a provisional assistant principal's license for a term as short as one (1) year, for the position of assistant principal.

Section B of this Policy does not apply to school administrators hired to fill interim or temporary positions, or to administrative or supervisory employees who are not considered "school administrators" as defined by N.C.G.S. §115C-287.1 (examples of those not covered by Section B of this Policy include, but are not limited to – directors, supervisors or coordinators working primarily in Maintenance, Operations, Facility Planning, Purchasing, Finance, Child Nutrition, Transportation, Technology, Human Resources and Student Support).

School administrators, as defined in N.C.G.S. §115C-287.1, may be recommended for contract renewal by the Superintendent. The Board may approve the Superintendent's recommendation or decide not to offer the school administrator a new, renewed or extended contract. The Superintendent shall provide written notice to a school administrator, by May 1<sup>st</sup> of the final year of the contract. Unless the school administrator files with the Superintendent a written request for a hearing within ten (10) days of receipt of the Superintendent's recommendation for non-renewal, the contract is automatically non-renewed at the end of its term without any further notice to the employee or action by the Board.

If the school administrator makes a timely and proper request for a hearing on the Superintendent's recommendation for non-renewal, the Board shall conduct a hearing pursuant to N.C.G.S. §115C-45(c) and such procedures approved by the Board not inconsistent therewith. If the Superintendent recommends renewal of a school administrator's contract and the Board is not inclined to accept the recommendation at that time, the Board shall proceed to make its decision following procedures developed in consultation with the Board Attorney, consistent with applicable law.

Recommendations by the Superintendent not to renew the contract of a school administrator as well as decisions by the Board not to renew the contract of a school administrator may be for any cause that is not arbitrary, capricious, discriminatory, personal, political or prohibited by applicable state or federal law.

The Superintendent or Board shall notify in writing a school administrator by June 1<sup>st</sup> of the final year of the contract of the Board's decision not to renew the contract; however, failure to comply with this deadline shall entitle the school administrator only to thirty (30) days of additional employment or severance pay beyond the date the school administrator receives the written notice, and to no other remedy.

School administrators may be dismissed, demoted, or suspended, with or without pay, during the term of their contracts, pursuant to the applicable provisions of N.C.G.S. §115C-325.1, *et seq*. The term "demotion" as used in this Policy does not include: (i) a suspension without pay pursuant to N.C.G.S. §115C-325.5(a); (ii) the elimination or reduction of bonus payments, including merit-based supplements or a system-wide modification in the amount of any applicable local supplement; (iii) any reduction in salary that results from the elimination of a special duty, such as the duty of an athletic coach or a choral director; or (iv) any reduction of pay as compared to a prior term of contract.

LEGAL REF: N.C.G.S. §115C-45 (c), N.C.G.S. §115C-287.1, N.C.G.S. §115C-325.1, *et seq.*  
CROSS REF: Policy 6236 Employment of Teachers without Career Status

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New Hanover County Public Schools, Wilmington, North Carolina