

Hiring School Administrators

The Board of Education (Board) will appoint qualified persons to all administrative positions in the school District, based on recommendations made by the Superintendent.

The appointment of all administrators is valid only when made in such a manner, and the Superintendent will submit his/her recommendations to the Board in writing if so requested. The Board will accept or reject the Superintendent's recommendation at a regular or special Board meeting not later than thirty-five (35) calendar days from their submission. (If more than one (1) candidate is available for nomination, for any supervisory or administrative position, the Superintendent shall submit a list and may place the candidates in the order in which the Superintendent recommends them.) If the Board should reject the Superintendent's nomination, he/she will make another recommendation to the Board. The Board shall accept or reject such nominations not later than one (1) month from their submission.

The Board will notify the municipality's Town Clerk before the start date of any person hired to fill a central office administrative personnel position that provides an annual salary of one-hundred thousand dollars or greater, and for which the District's proposed or approved education budget does not provide funding for such central office administrative personnel position. Any such central office administrative personnel position that is paid for with funds received from a grant awarded to the Board or from any gift or donation made to the Board are not subject to this requirement.

The Superintendent will be responsible for the posting of positions, recruitment and screening of candidates, and to bring recommended finalist(s) to the Board.

At the time of deciding to fill a vacant administrative position, the Board will determine whether the full Board, a committee of the Board or appropriate administrators will interview finalist(s) for the position.

Legal Reference: Connecticut General Statutes § 10-151(b), as amended
Public Act 17-2 § 155

Policy adopted: June 8, 2016
Policy revised: June 13, 2018