

## SCHOOL/DISTRICT ADMINISTRATIVE PERSONNEL HIRING PROCESS

### Appointment

“Superintendents shall nominate, and school boards elect all teachers employed in the schools in their administrative unit”. (*Principals are considered ‘teachers’ under RSA 189:14*)

The Superintendent has hiring authority only when the board approves specific hiring window dates in June, July, and August through an action agenda item.

### Internal Candidates:

It will be the policy of the Superintendent and Board to promote/transfer internal 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/or Board. When a vacancy is announced, internal candidates shall write a letter of interest to the Superintendent and submit their resume or Curriculum Vitae.

If an internal candidate is in the best interest of the school, then the interview process may be waived. Internal candidates may be required to proceed with the formal interview process if the Superintendent deems appropriate.

### External Candidates:

External candidates must submit an application through SchoolSpring or another job-related District approved platform. No paper applications are accepted.

The Board will approve nominations for promotions, transfers, and/or new nominations of administrative positions following Policy CFA.

### Legal Reference

*N.H. Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals*

*RSA 189:39 How Chosen*

*RSA 189:14(a) Non- Renewal/Renewal*

*NH Code of Administrative Rules, Section 302.02 (Substantive Duties of the Superintendent)*

*Appendix CFA-R (this is substantive duties of the Principal)*

First Reading: September 10, 2007

Second Reading and Adoption: October 8, 2007

Amended: June 22, 2023