

<b>Windham School District</b>	<b>CFA</b>
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**INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL**

**PRINCIPALS APPOINTMENT**

The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent; the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a formal, written application with the superintendent. The Superintendent will screen all applications and the Superintendent and the Board will select a number for interview.

All applications will be available to the Board for their review and candidates selected by them for interview will be included in the interview process.

It will be the policy of the Superintendent and Board to promote candidates in the best the interests of the School. All such candidates must meet requirements as established by the Superintendent and Board.

**FUNCTIONS**

All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

The principal shall attend Board meetings if requested by the Superintendent or the Board.

**Legal References:** Ed 304.01 Substantive Duties

Windham School Board	Policy Code: CFA
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