

SCHOOL ADMINISTRATOR CONTRACTS

Board Policy: P-22
Adopted: July 8, 1996
Revised: November 10, 2003

I. General Statement

The Haywood County Board of Education recognizes that effective school administrators are critical to smooth operation of the school district and to creating a learning environment where students can succeed. Public School Law 115-C-287 and 115-C-325 govern the employment of school administrators through written contract who are ineligible for career status. A school administrator means a principal, assistant principal, supervisor, director, or coordinator whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program.

II. Procedures

- A. The Superintendent shall recommend to the Board a school administrator for employment.
- B. A two to four year contract will be granted to administrators hired in a position for the first time. The term of employment shall be stated in a written contract between the Board and the administrator, ending on June 30 of the final 12 months of the contract.
- C. The Superintendent shall submit to the Board for approval the recommendation for extension or renewal of a contract with an administrator. This contract shall be for a four year period ending on June 30 of the final 12 months of the contract.
- D. If the Superintendent decides not to recommend a new, renewed or extended contract for an administrator, he or she shall give the administrator written notice of the reasons for the decision no later than May 1 of the final year of the contract. The administrator may file a written request for a hearing before the Board within 10 days of the receipt of the Superintendent's decision.
- E. If the Board does not offer the school administrator a new, renewed or extended contract, the school administrator shall be notified of the decision by June 1 of the final year of the contract.
- F. If the Superintendent or the Board fails to notify a school administrator by June 1 of the final year of the contract that he or she will not be offered a contract, the administrator shall be entitled to 30 days of additional employment or severance pay beyond the date the administrator receives written notice.
- G. If a school administrator's contract is not renewed and the administrator holds

career status as a teacher in the Haywood County School System, he or she shall retain career status as a teacher.