

**Policy**

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EMPLOYMENT OF THE CHIEF SCHOOL ADMINISTRATOR

The Egg Harbor City Board of Education recognizes that the chief school administrator is primarily responsible for the administration of this school district. The appointment of the chief school administrator is one of the most important functions this board can perform. The chief school administrator shall have a seat on the board of education and the right to speak on matters at meetings of the board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The board shall actively seek the best qualified and most capable candidate for the position of chief school administrator. The board may use a consultant service to assist in the recruitment process.

Recruitment procedures may include, but are not limited to, the following activities:

- A. The preparation of a new or a review of an existing written job description;
- B. Preparation of informative material describing the school district and its educational goals and objectives;
- C. Solicitation of applications from a wide geographical area; and
- D. Strict compliance with law for equal employment opportunity (see board policies 2224 and 4111.1/4211.1 Affirmative Action/Nondiscrimination).

Application Review

The board will establish appropriate application and interview procedures for applicants including:

- A. Establishing an ad-hoc search committee to screen applications and conduct preliminary interviews of candidates;
- B. Advertising the vacancy in as many publications as practical;
- C. Providing all applicants with an opportunity to visit the district;
- D. Providing all final candidates with a fair and equal opportunity to be interviewed by the full board.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-11.4 et seq. and must qualify for employment following a criminal history record check. The candidate must be a resident of New Jersey or willing to establish residency in New Jersey as a condition of employment. Candidates shall meet any additional criteria established by the board at the time of the search.

Employment Contract

The chief school administrator must enter an employment contract with the board.

The contract will include a term of employment not less than three years and not more than five, and will state clearly:

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- A. The start and end dates of the employment;
- B. The salary to be paid for each year:
- C. The benefits to be received; and
- D. A provision for termination of the contract by the chief school administrator on sixty (60) days notice.

During the term of the contract, the chief school administrator may be dismissed or reduced in compensation only for just cause and only by the Commissioner of Education pursuant to the tenure hearing laws. The contract will automatically renew for the same terms and under the same conditions unless the parties have entered into a new contract, which may provide a different term of not less than three years and not more than five, or the board has notified the chief school administrator, at least one contract year in advance of the expiration of the contract, that the existing contract will not be renewed.

Physical Examination

Any person appointed as the chief school administrator must meet the requirements of physical examination as detailed in board policy 4112.4/4121.4 Employee Health.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this board to constitute grounds for dismissal.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the chief school administrator's certificate is revoked, the chief school administrator's contract is null and void.

Adopted: April 28, 2004  
 Revised: March 12, 2014  
 NJSBA Review/Update: May 2015  
 Readopted: August 12, 2015

Key Words

Chief school administrator, CSA, Chief school administrator, Hiring, Selection, Employment

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:16-1</u> <u>N.J.S.A. 18A:17-15</u> through -21 <u>N.J.S.A. 18A:17-20</u>  <u>N.J.S.A. 18A:17-24.1</u> <u>N.J.S.A. 18A:28-3</u> through -6.1 <u>N.J.S.A. 40A:65-1 et seq.</u> <u>N.J.A.C. 6A:9B-11 et seq.</u> <u>N.J.A.C. 6A:23A-3.1,-3.2</u> <u>N.J.A.C. 6A:28-1.1 et seq.</u> <u>N.J.A.C. 6A:30-1.1 et seq.</u>	Officers and employees in general  Appointment of chief school administrators; terms; Tenured and non-tenured chief school administrators; general powers and duties Shared Administrators, Chief school administrators  No tenure for noncitizens <u>Uniform Shared Services and Consolidation Act</u> Requirements for Administrative Certification Administrator and board member accountability School Ethics Commission Evaluation of the Performance of School Districts
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**Possible**

<b><u>Cross References:</u></b>	*2000/2010 Concepts and roles in administration; goals and objectives *2121 Line of responsibility *2131 Chief school administrator
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*4111	Recruitment, selection and hiring
*4211	Recruitment, selection and hiring
*9000	Role of the board
*9400	Board self-evaluation

\*Indicates policy is included in the Critical Policy Reference Manual.