ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2201**

**ADMINISTRATION**

**Employment of Principals and Other Certificated Administrative Personnel**

Principals and other certificated administrative personnel shall be initially employed upon recommendation of the Superintendent and majority vote of the Board. Principals and other certificated administrative personnel shall be considered non-tenured for the first three years of employment and shall have at least two evaluations each year until they are tenured. The continued employment of Principals and other certificated administrative personnel shall be acted upon no later than March 15, and shall be contingent on satisfactory evaluation of performance expectations as determined by the Superintendent.

Principals shall be on duty for 10.5 month period commencing on or about August 1st until on or about June 15th of the contract year.

Other certificated administrative personnel may be offered an extended contract by the school board on recommendation from the superintendent. Should an extended contract be offered the term would commence on or about August 1st until on or about June 30th.

Principals and other certificated administrative personnel must have permission of the Superintendent to absent from school duties for personal leave. Personal and sick days are handled in the same manner as the Master Teaching Contract.

The Board directs the Superintendent to create and keep on file a written process and evaluation instrument for assessing the performance of principals. and other certificated administrative personnel.

Release from a contract during the school year may be granted by the Board, however, after April 15th principals and other certificated administrative personnel should not expect to be released from their contract. In rare and/or unusual circumstances, and if the Board and Superintendent determine a suitable replacement can be found, the Board may consider release from contract.