

Policy Code: 7425 School Administrator Contracts

The board recognizes that an effective staff is critical to the smooth operations of the school district and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers and other licensed professionals, excel in their performance.

A. EMPLOYEES ELIGIBLE FOR SCHOOL ADMINISTRATOR CONTRACTS

For purposes of this policy, the term "school administrator" is defined as a principal, assistant principal, supervisor or director whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program.

All persons employed as school administrators will be employed under school administrator contracts pursuant to [G.S. 115C-287.1](#). The terms of employment for all newly-appointed administrators, regardless of any status to which they may be entitled in another school district, will be governed by school administrator contracts. This policy will not change the status of any administrators who achieved career status in an administrative position within this school district by June 30, 1997. An administrator who achieved career status in that position prior to June 30, 1997 may elect to enter into a contract with the board by relinquishing career status.

B. STANDARDS FOR AWARDING SCHOOL ADMINISTRATOR CONTRACTS

School administrator contracts should be granted, extended or renewed only with individuals of proven ability who strive for excellence. School administrators should create an effective learning environment, effectively supervise and mentor staff, promote student learning, provide for a safe school environment, and enforce student discipline. The superintendent is expected to be able to substantiate any recommendation for granting a new contract, extending a current contract or renewing a contract with evaluation data, as described in board policy 7810, Evaluation of Licensed Employees, or in regard to applicants, with data from the selection process as provided in board policy 7100, Recruitment and Selection of Personnel. If the board is not satisfied that an applicant or employee has met the standards established by the board, employment will be denied, following statutorily prescribed procedures and other applicable legal requirements (see links to policies and statutes at the bottom of this policy).

C. LENGTH OF TERM OF ADMINISTRATIVE CONTRACTS

1. Initial Contracts

Initial contracts between a school administrator and the board will be for a term of two to four years. Four-year initial contracts will be granted only to exemplary school administrators. Absent unusual circumstances, two-year initial contracts will be granted for individuals who do not have experience as school administrators. In addition, one-year contracts may be granted to individuals who hold a provisional assistant principal's license.

2. Subsequent Contracts

Subsequent contracts between a principal or assistant principal and the board will be granted for a term of four years.

The provisions of the contract may be modified during the contract by the mutual consent of the administrator and the Chapel Hill-Carrboro City Board of Education. All administrators employed by contract will be subject to the Reduction in Force (RIF) Policy outlined in policy 7920 (Professional Personnel Reduction in Force).

D. EXPECTATIONS FOR EMPLOYEES AWARDED SCHOOL ADMINISTRATOR CONTRACTS

An employee who has a school administrator contract with the school district is expected to

continue to strive for excellence, meet all performance standards established by the board, and pursue professional development as provided in board policy 1610/7800. Any employee who is unable or unwilling to meet reasonable standards of the board may be subject to demotion or dismissal, as provided in board policy 7930 and in accordance with statutorily prescribed procedures.

Procedure for new, renewed, or extended contracts

1. Decisions of the superintendent and board with regard to recommendations and offers and decisions not to recommend or offer new, renewed, or extended contracts will be made in accordance with [G.S. 115C-287.1](#)
2. If the superintendent decides not to recommend that the board offer a school administrator a new, renewed, or extended contract, the employee has all procedural rights accorded by [G.S. 115C-287.1](#).
3. In considering a recommendation of the superintendent to offer a school administrator a new, renewed, or extended contract, the board may review any information that was in the employee's personnel file at the time of the superintendent's recommendation. If the board determines that it needs additional information to reach a decision, the administrator will be notified of the board's concerns and of the additional information that it is considering and provide an opportunity for the employee to respond to the additional information.

During the term of the contract, dismissal or demotion must be in accordance with [G.S. 115C-325.4 to -325.9](#), and as outlined in policy 7930 (Professional Employees: Demotion and Dismissal).

E. CONTRACT PROVISIONS

The contract provisions of all school administrator contracts will be determined by the superintendent or designee in consultation with the administrative candidate.

Contracts will contain the following levels of specificity:

Principals will receive contracts as principals of specific schools;

Assistant principals will receive contracts as elementary or secondary assistant principals, but the school will not be designated;

Central office administrators eligible for administrative term contracts will receive contracts as administrators but not for specific positions.

A basic contract for administrators will be drafted. All contracts will include a provision that allows administrators to be reassigned by the Superintendent to other duties and responsibilities during the term of the contract without a loss of salary. Other contract provisions may vary by agreement of the parties.

Legal References: [G.S. 115C-36](#), [-47](#)(18), [-284](#)(c), [-287.1](#), [-289](#), [-325.1](#) *et seq.*, *Tobe-Williams v. NewHanover Co. Bd. of Educ.*, 234 - N.C. App. 453, 759 S.E.2d 680 (2014)

Cross References: Recruitment and Selection of Personnel (policy 7100), Professional Development and Assistance (policy 1610/7800), Evaluation of Licensed Employees (policy 7810), Professional Employees: Demotion and Dismissal (policy 7930); Hearings Before the Board (policy 2500)

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