

HIRING OF SCHOOL ADMINISTRATORS

The Board of Education recognizes that the Superintendent is its sole employee and is responsible for the appointment and supervision of all district personnel in accordance with law and Board policy.

The Board values the importance of a collaborative process in recruiting and hiring administrative staff who will work productively and effectively with the Superintendent to advance the district's mission and goals.

The Superintendent and the Board shall work cooperatively in the recruitment and selection of administrative staff, consistent with applicable statutes and collective bargaining agreements. Specific procedures for administrative searches shall be defined by the Superintendent in consultation with the Board.

Legal Reference: Connecticut General Statutes

10-157 - Superintendents; Relationship to Boards of Education; Appointment and Responsibilities

10-220 – *Duties of Boards of Education*. (Defines the Board's authority to employ teachers and administrators upon the superintendent's recommendation.)

Policy adopted: February 18, 2026

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Procedure for Hiring Administrators

For each open administrative position, the Superintendent will appoint a search committee chair, who may be the Director of Human Resources or another designee. The search committee chair will form a Search Committee that includes representation from key stakeholder groups within the school or department in which the administrator will serve, including administrators, faculty, staff, and parents, and may also include up to two Board of Education representatives as selected by the Board Chair. The Superintendent shall not serve as a member of the Search Committee but may observe the process.

Following the initial interview round, the Search Committee will forward a minimum of two but no more than three recommended candidates to the Superintendent for a final interview round. Additional individuals may be included in the final interview round at the Superintendent's discretion.

The Superintendent shall submit his or her final recommendation(s) to the Board of Education at least five (5) calendar days prior to the regular or special Board meeting at which the Board will vote on the hiring recommendation. This meeting shall be held no later than one (1) calendar month after the Board receives the Superintendent's recommendation(s).

Alternative Procedure

Upon request of the Superintendent, the Board may vote to fully authorize the Superintendent to recruit and hire for a specified open administrative position.

Adopted: February 18, 2026

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