

# CRAIG CITY SCHOOL DISTRICT

P. O. BOX 800  
CRAIG, AK 99921



## PRINCIPAL CONTRACT 2023-2024

This is a contract between the Craig City School District (hereinafter referred to as the "District") and <<FirstName>> <<LastName>> (hereinafter referred to as the "Employee").

### WITNESSETH

It is mutually agreed between the District and the Employee in consideration of the promises and covenants herein contained:

### POSITION INFORMATION

**Job Title:** <<JobTitle>>

Salary Placement: <<1PosSalaryPosition>> – <<1PosCol>> – <<1PosRow>>

**Start Date:** To be determined by the Board-approved 2023-2024 Craig City School District calendar.

**Salary:** <<1PosAmount>>

**FTE:** <<1FTE>>

**Days:** <<1PosDays>>

### TERMS AND CONDITIONS

#### DUTIES:

- a. Perform the duties of Principal in the Craig City School District during the 2023-2024 school year, for a total of <<1PosDays>> days.
- b. Abide by and be bound by the rules and regulations of the Board and the State Board of Education.
- c. The Principal shall perform all duties incident to the office and such other duties as may be prescribed by the Superintendent from time to time.
- d. The Principal will devote his full time to the duties set forth above and shall accept no other employment or professional obligations during the term of this contract without the written consent of the Board.

#### SALARY:

Principal salaries will be calculated based upon the per diem rate of the highest paid teacher (daily rate X percentage contract days) according to the following schedule:

1st – 3rd years = 12%

4th – 6th years = 13.5%

7th – 9th years = 15%

10th – 14th years = 18%

15<sup>th</sup> and plus years = 20%

The years of experience must be as a Principal. A maximum of 6 (six) years is allowed for out of state principal experience, and a maximum of 7 (seven) years is allowed for in state (Alaska) principal experience for initial salary placement on the salary schedule.

**LEAVE:**

The Principal shall be entitled to four (4) personal leave days per year, accruable to seven days. The Principal agrees to notify the District a minimum of one (1) week prior to any use of this leave, except when used for travel emergencies, in which case the Principal will notify the Superintendent as soon as possible. Leave that is not used during the contract year will be purchased by the District at the certified substitute salary rate.

Sick leave shall be earned and accrued in accordance with State law.

**FLEX TIME**

It is recognized that Principals frequently have responsibilities, meetings, and events that extend Principals work hours beyond the standard workday. In recognition of weekend and evening time demands placed on Principals during the school year, up to five (5) work days, composed of half-day or full-day, may be used as flex days. Flex days require Superintendent approval and should be reported to the Superintendent within five (5) working days prior to utilization. Flex days are not to be used within the first two weeks or the last two weeks of the school calendar year. There shall be no carryover of unused flex days from one year to the next.

**TEACHERS' RETIREMENT SYSTEM:**

The Principal authorizes payroll deductions for the Teachers' Retirement System. The Principal shall make contributions required by law to be made by the "employee", and the District shall make contributions to the Teachers' Retirement System required by law to be made by the "employer".

**TRAVEL AND CONFERENCES:**

Principal shall be reimbursed for travel expenses while engaged in necessary school business pursuant to policies adopted by the Board. Principal may attend professional or other meetings at District expense upon prior authorization of the Superintendent.

**FRINGE BENEFITS:**

The District shall provide health insurance benefits equal to those provided certified members of the Craig Education Association to full-time employees.

The District will pay dues for the Principal to the State Principals Association.

**CONTINUING EDUCATION**

The District shall pay for up to 6 credits annually (amount of which is not to exceed per credit fee charged by University of Alaska system) for continuing education classes relevant to administration.

**PROFESSIONAL CERTIFICATION:**

The Principal shall have and maintain a valid Type B teaching certificate issued by the State of Alaska.

**MEDICAL CERTIFICATION:**

The Principal will have on file with the District a current medical certificate in a form prescribed by the District within thirty (30) days of initial employment and reexamination every three (3) years.

**COMPLIANCE:**

The Principal shall abide by the policies, rules and regulations of the District and the State Board of Education, the Compiled School Laws of the State of Alaska, and the Code of Ethics and Teaching Standards adopted by the Professional Teaching Practices Commission.

**CONTRACT RENEWAL:**

Contract renewal for all Principals will take place in January of each year for the coming school year.

**TERMINATION:**

In the event the occasion should arise requiring the termination of the Principal, such termination procedure shall be governed by the laws of the State of Alaska pertinent to termination of certified instructors in public school facilities.

**OATH OF OFFICE:**

By signing this contract, the Principal subscribes to the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska, and that I will faithfully discharge my duties as Principal to the best of my ability."

**DISTRICT VALIDATION**

The above Principal contract is validated on behalf of the Craig City School District.



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Superintendent's Signature