

TEMPORARY ADMINISTRATOR ARRANGEMENTS

Superintendent

During the time when it is necessary for the Superintendent to be absent from the School District, the Superintendent will appoint an Acting Administrator.

The Acting Superintendent shall assume primary responsibility for the welfare of the children and the School District in cases of accident, fire, weather emergencies or other emergencies. He/She shall assume other administrative responsibilities delegated by the absent Superintendent. In the event that the Acting Administrator needs assistance, he/she may: consult with the Superintendent by phone; consult with other members of the Administrative Team; and/or consult with the Board President.

In the event that the Superintendent should die or become disabled, or for any other reason is unable to perform his/her duties, the Board President will appoint an Acting Administrator with full District administrative responsibilities until the Board of Education meets to make an official acting or permanent assignment of a Superintendent.

Principal

During the time when it is necessary for the building principal to be absent from the district, he/she shall designate a staff member to serve as acting principal to handle accidents, fire, emergencies and student discipline matters. Any other matters of importance should be referred to the Superintendent.

Should an Administrator die or become disabled the Superintendent shall appoint an Acting Administrator until such time the Board of Education meets to make an official acting or permanent assignment.

Administrators absent from the building should provide contact information to their secretaries, so they may be reached in an emergency. The District will provide cell phones to members of the Administrative Team to facilitate these emergency contacts.

Adopted: _____

Last Revision: February 12, 2003

Last Review: September 14, 2016
