

TEMPORARY ADMINISTRATIVE ARRANGEMENTS
(P4/19/84; A6/21/84)

In any organization it is important that the responsibility for decision-making be clearly delineated. This is particularly true if the superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

The superintendent shall make his whereabouts known to the central office staff and the Board at all times. If the superintendent leaves the district, he shall make every effort to communicate his itinerary to his secretary, who, in turn, shall inform others who want or need to know. In case of bona fide emergency, every effort will be made to notify the superintendent of the situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to the individual(s) as outlined in the administrative regulations by the superintendent.

ADMINISTRATION IN ABSENCE OF SUPERINTENDENT
(A5/29/84; R6/21/84; R8/16/86; R8/23/95)

When absent from the District, an Acting Superintendent shall be appointed to exercise the functions of the Superintendent. If the Superintendent is unable to be reached, the responsibility and the authority to act for the District shall fall to the following individuals in order:

1. Deputy Superintendent
2. Assistant Superintendent for Personnel
3. Assistant Superintendent for Business/Finance
4. Assistant Superintendent for Support Services