

TEMPORARY ADMINISTRATIVE RESPONSIBILITY

In any organization, it is important that the responsibility for decisionmaking be clearly delineated. This is particularly true if the Superintendent, for any reason, is unavailable. In such a case there should be a clear line of administrative succession that designates both responsibility and authority.

The Superintendent shall make his/her whereabouts known to the central office staff at all times during the school day. If the Superintendent leaves the district, he/she shall make every effort to communicate his/her itinerary to his/her office staff who, in turn, shall inform others who want or need to know.

In case of a bona fide emergency, every effort shall 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 as follows:

SCHOOL EMERGENCIES

1. If the Superintendent is unable to be reached, the responsibility and authority to act for the district shall fall to the principal of each building for situations involving his/her particular school.
2. If the building principal and Superintendent are unable to be reached, the Director of Business Services shall be responsible for situations involving a particular school.

DISTRICT-WIDE EMERGENCIES

1. If the Superintendent is unable to be reached, the Director of Business Services will be responsible for decisions of a district-wide nature, such as closing school due to inclement weather.
2. In the event that the Director of Business Services cannot be reached, the responsibility and authority for district-wide decisions shall fall to the Director of Curriculum and Instruction and then to the principal of Jefferson High School.

Whenever the Superintendent is unavailable, the Director of Business Services shall have the authority and responsibility for the district's financial affairs and other matters for which the Superintendent is normally responsible.

In the event of serious, long-term illness or death of the Superintendent, the Board President shall call a special meeting of the Board to determine what course the district shall take at that time.

ADOPTED: September 22, 1980

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September 28, 1998
March 20, 2000

CROSS REF.: CIA, Temporary Administrative Assignments

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