

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The Superintendent is authorized to appoint an acting superintendent to serve for specific periods of time during his/her temporary absence from duty.

A temporary absence is defined as a vacation period, attendance at conferences and/or any other periods when the superintendent would be out of immediate contact or presence in the district for over 24 hours.

When so appointed, the acting superintendent will assume all duties associated with day to day decision making and emergency situations. The acting superintendent will not be responsible for matters requiring long term planning or preparation unless specifically instructed to do so by the superintendent.

In the event of a vacancy in the office of superintendent of schools, or in the event of incapacitation of the superintendent, the responsibility for appointment of an acting superintendent rests with the Board of Trustees.

When a principal is absent he/she shall designate a certified employee to be in charge during said absence and will notify the superintendent and other school personnel of the arrangement.

Adopted: October 4, 1994