

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

Director of Finance

Director of Human Resources

Director of Elementary or Secondary Education

Itinerant Superintendent Assigned by the Board of
Education

Building Principal

Assistant Principal when applicable

Substitute Principal

Director of Elementary or Secondary Education

Adopted: 7/13/2004

Revised: 8/23/2011

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