



TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The District Administrator is responsible for proper administrative arrangements to be made in order for decision-making to function in his/her absence. When the District Administrator is temporarily absent from the school district, an established procedure to adequately cover his/her responsibilities should be followed. Specific guidelines regarding temporary administrative assignments shall be established.

When the District Administrator is temporarily absent from the district middle school/high school, the principal will be appointed as the acting District Administrator. This will be done administratively by the District Administrator and if possible, prior to his/her absence. Temporary shall be defined as an absence of one to ten consecutive days when school offices are open. In the event that a long-term absence of the District Administrator becomes necessary, the Board will appoint an interim District Administrator.

Building principals are expected to inform their staff and the District Administrator of their absence from the school district. The District Administrator or his/her designee will be responsible for the administration of the building in the absence of the principal. It is important that the building secretary is expected to continue to coordinate building matters in the absence of the principal. Subsequently, all business must be communicated through the secretary's office during an absence.

Administrative Regulation

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