

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily absent, 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

Building Principal

Assistant Principal

Full Time Guidance Counselor

Athletic Director

Building Principal

Superintendent

Assistant Principal

Full Time Guidance Counselor

Athletic Director

DATED: October 10, 2007