

## **General School Administration**

### **3:70 Succession Plan**

In order to insure consistent leadership in the District, the following succession plan shall be in effect:

- a. When the Superintendent is out of the District for an extended amount of time, the Assistant Superintendent for Curriculum and Instruction shall assume the role of the Superintendent.
- b. When the Superintendent and the Assistant Superintendent for Curriculum and Instruction are out of the District for an extended period of time, the Business Manager shall assume the role of the Superintendent, if properly certified.
- c. When all three of the above-mentioned administrators are out of the District for an extended period of time, the most senior Principal with the proper Superintendent endorsement to his/her administrative certificate shall assume the role of the Superintendent.
- d. When the middle school Principal is out of the District for an extended period of time, the Assistant Principal shall assume the role of the middle school Principal.
- e. When any Principal is out of the District for an extended period of time, a volunteer, lead teacher (named in advance) will assist the front office in routine decision-making. This volunteer lead teacher shall be from teachers who have an interest in administration. All other District administrators will develop a "coverage plan" to support the school and lead teacher for the duration of the Principal's absence.

The Board of Education supports staff members who are interested in pursuing advancement to school district administration. In order to support that interest, all administrators shall be available, as much as practicable, to meet with and counsel staff members pursuing administrative certification.

LEGAL REF.:

[105 ILCS 5/10-21.4.](#)

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: March 7, 2013

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**Lincolnwood School District 74**