

**General School Administration**

**Administrative Procedure - Succession Plan**

If the Superintendent or Building Principal is temporarily absent, the succession of authority and responsibility of the respective office shall be as 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 extreme importance and/or emergency.

Superintendent

1. Assistant Superintendent for Human Resources
2. Assistant Superintendent for Business & Operations
3. Assistant Superintendent for Curriculum & Instruction
4. Director of Stakeholder Engagement
5. Director of Student Support Services
6. Director of Secondary Education
7. Director of Elementary Education

Building Principal

1. Associate Principal
2. Assistant Principal
3. Special Education Coordinators

In the event any of the above positions are filled by an Interim, the next individual shall be appointed and the Interim shall be bypassed.

APPROVED: