

Section 6.2 Administrator Coverage Due to Absences

Before leaving the district, an administrator contacts his/her backup. When a situation requiring attention occurs, the secretary contacts the following backup personnel. The Superintendent is the back-up whenever no one else appropriately licensed is available.

Position	Backup
Superintendent	<p>Temporary Superintendent: The board will consider hiring a temporary Superintendent if the Superintendent will be absent for an extended period of time. This person will conduct all work that requires a Superintendent's license. MSBA provides additional information and resources.</p> <p>RWHS Principal: Responsibility for oversight of all district programming and personnel as long as a Superintendent's license is not required. Supervision responsibilities include all positions supervised by the Superintendent unless a Superintendent's license is needed.</p> <p>Oversight of special education and Section 504 services. Serves as link with GCED. Official contact with legal counsel. School closure decisions. All other responsibilities not supervised by the Business Manager and/or Director of Teaching and Learning as long as an official Superintendent's license is not required.</p> <p>Business Manager: Supervision of Director of Buildings and Grounds, Director of Technology, Food Service Director, and transportation services.</p>
Early Childhood Coordinator	<p>Director of Community Education and Recreation Director of Special Education Executive Director of GCED</p>
Sunnyside Principal	<p>Sunnyside Student Support Coordinator Twin Bluff Principal Burnside Principal</p>
Burnside Principal	<p>Burnside Student Support Coordinator Sunnyside Principal Twin Bluff Principal</p>
Jefferson Dean of Students	<p>Sunnyside Principal Twin Bluff Principal</p>
Twin Bluff Principal	<p>Twin Bluff Assistant Principal Sunnyside Principal Burnside Principal</p>
RWHS Principal	<p>High School Assistant Principal</p>
Dir. of Comm. Ed and Rec	<p>Superintendent</p>
Nutrition Services Director	<p>Business Manager Superintendent</p>
Buildings and Grounds Dir.	<p>Director of Buildings, Grounds, and Technology</p>
Business Manager	<p>Superintendent</p>