

**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. Director of Human Resources
2. Director of Instructional Services
3. Business Manager

In the event any of the above positions (1, 2, or 3) are filled by an Interim, the next individual shall be appointed and the Interim shall be bypassed.

APPROVED: April 10, 2006