

3:70-AP Administrative Procedure - Succession Plan

July 22, 2026

If the Superintendent, a Building Principal, or another administrator is temporarily unavailable, responsibility for that position passes to the successors listed below, in order. If the first successor is also unavailable, the next assumes responsibility, and so on through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Section 1: District Line of Authority

Establishes who assumes overall responsibility for the District when the Superintendent is temporarily unavailable.

In the absence of the Superintendent:

Succession order:

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1. Assistant Superintendent

 2. Director of Finance

 3. Director of Student Services

 4. Most senior Building Principal

 5. Second most senior Building Principal

 6. Least senior Building Principal

Section 2: Building-Level Succession

Establishes who assumes day-to-day leadership of a building when its Principal is temporarily unavailable. Building responsibility remains within the building rather than transferring to another building's administrator.

In the absence of the Principal:

Succession order:

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1. Most senior Assistant Principal

 2. Second most senior Assistant Principal

 3. Dean (if applicable)
