

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization, it is important that the responsibility for decision making be clearly delineated. This is particularly true if the Superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

The Superintendent shall make his/her whereabouts known to the central office staff and the Board of Education at all times. If the Superintendent leaves the district, he/she shall make every effort to communicate his/her itinerary to the Central Office. They, in turn, shall inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the Superintendent of the situation. If the Superintendent is unable to be reached, the responsibility and authority to act in behalf of the district shall fall to the principal with the most seniority. If for any reason this principal can not be reached, the responsibility and authority will go to the next principal with the next most seniority.

In the event a principal becomes responsible for the district's operation, the Board President will be notified immediately by the Central Office.

The administrator in charge will counsel with the other district administrators, if time permits, before making a decision that has district-wide implications.

In the event of serious illness or death of the Superintendent, the Board President shall call a special meeting of the Board to determine what course the district should take at that time.

LEGAL REFERENCE: Iowa Code § 279.8 (2003)

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: December 17, 2007

DATE OF REVISION: November 13, 2001

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223