

CHAIN OF COMMAND

The following chain of command will be followed in the event of any absences by District Administrators:

A. the administrative chain of command District-wide is as follows:

1. Chief School Administrator (CSA)
2. Assistant Superintendent
3. Board Secretary/Business Administrator (BS/BA)
4. Senior building Principal

In the event of the CSA's absence, the Assistant Superintendent shall be in charge and so on.

B. The administrative chain of command at each school is as follows:

1. Principal
2. CSA
3. Assistant Superintendent
4. BS/BA

In the event of the Principal's absence, the CSA shall be contacted by building staff for administrative decision-making and so on.

C. In such situations that may arise in which no certified District administrator is available, the remaining District administrator shall designate some suitable person to serve as teacher-in-charge until such time as a certified District Administrator is available.

First reading: Nov. 13, 2006

Second reading:

