

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 of Schools 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 of Schools shall make his/her whereabouts known to the central office staff and the Board at all times. If the Superintendent leaves the District, he/she shall make every effort to communicate his/her itinerary to the executive secretary, who, in turn shall inform others who 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 the authority to act for the District shall fall to the Director of Special Programs and/or the Principal of Karaffa Middle School. In the absence of the Director of Special Programs or the Principal of Karaffa Middle School, the responsibilities shall be carried out by the Principal of Toronto High School and the Principal of S. C. Dennis Elementary School.