



**Guidelines for Interim Administrative Assignments**

Beginning 8/23/2010, as vacancies occur during the school year in critical administrative leadership positions, interim administrators may be designated to temporarily fill such positions according to the following guidelines:

**Campus Principals**

1. Pending approval by the Superintendent, assistant principals may be designated as interim principals until the vacancy is filled or the current year duty days have been completed.
2. Interim principals will be eligible for stipends per the guidelines listed below:
  - a) Grades 7-12 - the difference between the minimum daily rate of the vacancy and the interim administrator's original daily rate shall be multiplied by 75%. That sum shall be added to the interim administrator's original rate, resulting in an adjusted daily rate for the employee. The adjusted daily rate shall be applied to all approved duty days worked as the interim administrator.
  - b) Grades K-6 - the difference between the minimum daily rate of the vacancy and the interim administrator's original daily rate shall be multiplied by 50%. That sum shall be added to the interim administrator's original rate, resulting in an adjusted daily rate for the employee. The adjusted daily rate shall be applied to all approved duty days worked as the interim administrator.

<b><u>Step 1</u></b>	<b>Minimum Daily Rate of Vacant Administrative Position</b>
(Minus) –	<b><u>Interim Administrator's Original Daily Rate</u></b>
(Equals) =	<b>Daily Rate Difference</b>
<b><u>Step 2</u></b>	<b>Daily Rate Difference (from above)</b>
(Times) ×	<b>.75 (Secondary) or .50 (Elementary)</b>
(Plus) +	<b><u>Interim Administrator's Original Daily Rate</u></b>
(Equals) =	<b>Adjusted Daily Rate for Interim Administrator; applied to all approved days worked as interim administrator</b>

**Campus Assistant Principals**

Teachers on staff who have completed principal certification may substitute as needed in the vacant position until the vacancy is filled or the current year duty days have been completed. In the event that no teachers on the campus staff have completed principal certification, those teachers who are currently enrolled in an administrative certification program may be considered to fill the substitute position. The administrative substitutes will not be eligible for stipends; however, the District will provide classroom substitutes for teachers working in this capacity.