

Associate Superintendent and Succession of Authority

On an annual basis, the Superintendent shall elevate an Assistant Superintendent to serve in the role of Associate Superintendent. The Associate Superintendent will serve as second in command in the organizational structure and will assume leadership of the District when designated by the Superintendent or the Board of Education. During these times, the Associate Superintendent will have full access to the Board of Education, the District's legal counsel, and the full authority to serve as the acting Superintendent of Schools.

- The Associate Superintendent will remain on-call to the Superintendent and to the Board of Education when assuming leadership of the District Office. The Associate Superintendent is located in the Organizational Chart between the Superintendent and the Assistant Superintendents.
- Information regarding all aspects of the organization, including confidential Board information, may be shared with the Associate Superintendent and will be held in confidence.
- The Associate Superintendent will be part of the interview process in selecting any new administrator in the District and is responsible for coordinating the mentoring of any new administrator in the District.
- The Associate Superintendent will enter into a yearly contract and will receive a stipend of 10% of their Assistant Superintendent salary.
- The Board will approve the appointment of the Associate Superintendent on an annual basis.

If any District Administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow the Chain of Command in the Organizational Chart established in compliance with Board policy 3.30 developed by the Superintendent and submitted to the School Board.

Adopted: 10/17/22

Revised: 03/17/25 (effective 07/01/26)