

General District Administration

Succession Plan

If the Superintendent is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the Executive Board President in cases of extreme importance and/or emergency.

Superintendent

- Assistant Superintendent for Human Resources
- Assistant Superintendent of Business (CSBO)
- Assistant Superintendent of Educational Services

If a Building Principal or Supervisor is temporarily absent, the Director, the Assistant Principal, or the Coordinator shall be responsible for the operation of the school/program but will notify the Superintendent and/or follow the succession of authority listed above.

DATE: January 25, 2018

REVIEWED: October 28, 2021; September 18, 2025

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