Book	Policy Manual
Section	(J) OPERATIONS
Title	Policy J107 - Administrative Coverage
Code	J107
Status	Active
Adopted	July 14, 1982
Last Revised	December 11, 2013
Last Reviewed	December 11, 2013

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Title: Administrative Coverage
Section: Operations

I. Basis

Sound management requires that there be an administrator designated as in charge during all times the building is occupied. The Joint Committee recognizes that legitimate personal and professional commitments may cause the Director and/or other administrators to be absent from the building.

II. Purpose

The purpose of this policy is to establish guidelines for the uninterrupted administration of EASTERN.

III. Secondary School

There is to be a designated administrator present on all days the school is open in whom the responsibilities and duties are vested.During the absence of the Director, the following order of succession shall be in effect:
Assistant Director
Supervisor of Career and Technical Education
Business Manager

IV. Adult Evening School

The Supervisor of Adult Education shall be responsible to the Assistant Director for the operation of all evening programs. In the event of his/her absence a coordinator approved by the Joint Committee will assume administrative responsibility.

V. Extracurricular Activity

All special or extracurricular activities will be conducted under the direct supervision of a designated member of the school's professional staff.

VI. Notice

Any actions or occurrences of a significant nature should be reported to the Director immediately upon his/her return or availability.

Adopted: 7/14/82
Revised: 11/13/91
Revised: 12/11/13