

**SERIES 200
ADMINISTRATION**

260

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The Superintendent shall designate who shall serve as acting administrator when he/she is absent from the district. The individual selected for this responsibility shall be chosen from one of the following positions: Director of Pupil Services, Building Principal, Director of Instruction or Business Manager.

One teacher from each school building shall be appointed to serve as “teacher-in-charge” when the principal is absent from the school building.

Any decisions that need to be made before the return of the Superintendent or principal shall be the responsibility of the acting administrator or “teacher-in-charge,” respectively.

Date of Adoption: December 20, 1995

Date of Revision: May 17, 2006