

### **3:70-AP Administrative Procedure - Succession Plan**

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If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated 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 School Board President in cases of importance and/or emergency.

#### **Superintendent**

Assistant Superintendent

Chief Financial Officer

Director of Curriculum, Assessment and Instruction

Director of Pupil Personnel Services

Director of Technology, Teaching, and Learning

#### **Building Principal**

Assistant Principal (most senior)

Assistant Principal

Athletic Director

Director of Deans

Director of Guidance

Adopted February 2017

REVISED: 11-18-19