

Lane Education Service District Administrative Rule

Code: **CI-AR**
Adopted: 8/25/93
Revised/Readopted: 1/22/02
Orig. Code(s): CI-AR

Designation of Acting Superintendent

It is the intent of the superintendent, when an absence for more than two working days is anticipated or planned, to designate one individual administrator from those identified as his/her designees to make decisions necessary for the orderly operation of the ESD. Such designation will be in the form of a written memorandum generally made known to staff members. The Board chair will also be informed.

In instances when the superintendent is absent for lesser periods of time, another administrator may be called upon to handle emergency decisions affecting ESD operations. The superintendent will annually appoint the administrators who may be authorized to act in the absence of the superintendent. Succession will be determined by the superintendent.

Any administrator serving as acting superintendent should feel free to consult with the ESD's legal counsel and/or the Board chair regarding a particular problem or decision.