

North Marion School District 15

Code: **CI**
Adopted: 4/08/91
Readopted: 10/10/94

Temporary Administrative Arrangements

The superintendent is authorized to appoint an administrator-in-charge to serve for specified periods of time during his/her temporary absence from duty.

A temporary absence is defined as a vacation period, attendance at national conventions or any other periods when the superintendent would be out of immediate contact or presence in the district for over 72 hours.

When so appointed, the administrator-in-charge will assume all duties which are the responsibility of the superintendent with particular emphasis on emergency and day-to-day decision making. The administrator-in-charge will not be expected to deal with matters requiring long-term planning or preparation unless so assigned by the superintendent.

The administrator-in-charge will take special care to keep the Board informed as to any departure from normal routine.

In the event of a vacancy in the office of superintendent or in the event of incapacitation of the present superintendent, responsibility for the appointment of an administrator-in-charge rests with the Board.

In the absence of other district administrators and principals, the superintendent will assign such temporary personnel as are appropriate to the occasion.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)