

### **Temporary Administrative Arrangements**

The Superintendent shall notify the Board Chairperson when he/she plans to be out of the District for more than one day and will report what temporary administrative arrangements have been made for this time. When convenient, he/she shall notify the entire Board.

The Superintendent is authorized to appoint an acting superintendent to serve for specified periods of time during his/her temporary absence from duty.

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

The acting superintendent 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 of Schools or in the event of incapacitation of the Superintendent, the responsibility for the appointment of an acting superintendent rests with the Board.

The Superintendent shall assign such temporary personnel as are appropriate to the occasion in the event other District Administrators and/or Principals are absent from the District.

END OF POLICY

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Legal Reference(s):

[ORS 332.505](#)