

**Saint Helens
School District 502**

Code: **CI**
Adopted: 1/16/95
Readopted: 2/26/07
Orig. Code(s): CI

Temporary Administrative Arrangements

The superintendent is authorized to follow the chain of command as indicated in organizational chart. The superintendent will designate a district administrator to assume the duties of the superintendent when he/she is temporarily absent from the district.

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

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's responsibility for the appointment of an administrator-in-charge rests with the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)