

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily absent, the following is the succession of authority of the respective office.

It is presumed that during most of the occasions when the Superintendent is out of the district he/she can be reached by the Secretary of the Superintendent in the event that a decision needs to be made and cannot wait until he/she returns.

In the temporary absence of the Superintendent, the Assistant Superintendent of Curriculum and Instruction will have the authority and responsibility to make decisions that cannot wait until the Superintendent's return. The Superintendent's Secretary will apprise the Assistant Superintendent of Curriculum and Instruction of issues that require a decision by the Assistant Superintendent of Curriculum and Instruction. However, the Director of Operations/Treasurer will make major decisions regarding business operations, buildings and grounds, and transportation, keeping the Assistant Superintendent of Curriculum and Instruction informed about important issues. If both the Superintendent and the Assistant Superintendent of Curriculum and Instruction are absent, the Director of Operations/Treasurer will have authority and responsibility.

For decisions that have policy impact or the potential of controversy, the Assistant Superintendent of Curriculum and Instruction or the Director of Operations/Treasurer is encouraged to seek input from the School Board President.

The Superintendent will make any necessary decisions in the absence of the Assistant Superintendent of Curriculum and Instruction, the Director of Operations/Treasurer, or the Director of Special Education.

In the absence of the School Principal, the Assistant Principal will have the authority and responsibility of the Principal.

Principals expecting to be out of the building for more than three and one-half hours should inform the Superintendent's Secretary of their location.

LEGAL REF.: Illinois School Code, Sec. 10-21.4a (105 ILCS 5/10-21.4a)

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