

SCHOOL DISTRICT OF BAYFIELD
TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization it is important that the responsibility for decision making be clearly established in the event of absence of the assigned administrator.

District Level

When the District Administrator is absent from the District, the District Administrator shall designate a Principal to serve as acting administrator. Any decisions that need to be made before the return of the District Administrator will be the responsibility of the designated Principal.

If the District Administrator and both Principals are absent from the District, the Technology Coordinator shall serve as acting administrator.

Building Level

Each principal shall designate and report to the District Administrator the name of the staff member who will be in charge of the building when the principal is absent. A second staff member shall be chosen to be in charge in case of absence of the designated staff member.

APPROVED: September 13, 1993

REVISED: January 11, 2010