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**General School Administration****Administrative Procedure - Succession Plan**

If the Superintendent or Building Principal is temporarily absent, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the School Board President in cases of extreme importance and/or emergency.

**Superintendent**

1. Assistant Superintendent of Human Resources
2. Assistant Superintendent for Teaching, Learning & Accountability
3. Assistant Superintendent for Finance, Facilities & Operations
4. Executive Director of Student Services
5. Chief Communications Officer

**Building Principal**

1. Assistant Principal
2. Partner Principal
3. Superintendent
4. Assistant Superintendent for Teaching, Learning and Accountability
5. Assistant Superintendent of Human Resources

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