

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: CI

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization, it is important that the responsibility for decision making be clearly delineated. This is particularly true if the Superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority. If the School Superintendent is away from the Administration Building, but within the School Corporation, he shall notify his secretary as to his general itinerary.

If the Superintendent leaves the School Corporation, he shall make every effort to communicate his itinerary to his secretary and the Deputy Superintendent who, in turn, shall inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the Superintendent of the situation. If the Superintendent is unable to be reached, the responsibility and authority to act for the School Corporation shall fall to the Deputy Superintendent who may confer with the appropriate Assistant Superintendent. If, for any reason, the Deputy Superintendent cannot be reached, the responsibility and authority to act in behalf of the School Corporation shall fall to the central office administrators in accordance with their positions on the Organizational Chart.

In the event of serious illness or other incapacity of the Superintendent of Schools, the Deputy Superintendent shall call a special meeting of the Board of School Trustees to determine what course should be taken during that time.

Adoption Date: January 17, 1977; Revised: August 28, 1986

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