

NEXT IN COMMAND

**Board Policy**

In order to provide for the orderly transfer of leadership and/or administrative authority and to provide for timely decision-making when the superintendent is out of the district or unable to function, the Shelley School District No. 60 will have available an individual, the Assistant Superintendent and/or principal who will assume the duties of the superintendent while he/she is unavailable.

**Suggested Implementation Guidelines**

The following will provide guidance in the implementation of this policy.

1. A member of the district administrative staff, or administrator, is defined as the Assistant Superintendent and/or a principal of a school within the Shelley School District.
2. The Assistant Superintendent and/or principal is appointed next in command and will assume the day to day administrative duties of the Superintendent and will have available the expertise of other administrators in the district as required when acting in this capacity.
3. If the superintendent's absence is one in which the Superintendent is unable to function and extends to longer than a week, the board may appoint the Assistant Superintendent or an administrator as acting superintendent, at its discretion, until the superintendent is able to resume those responsibilities.

Revised:        October 19, 2000