

## **Temporary Administrative Arrangements**

**CC-A**

The superintendent is authorized to appoint an acting superintendent to serve for specified periods of time during his temporary absence from duty.

A temporary absence is defined as a vacation period, attendance at national conventions, and/or any other periods when the superintendent would be out of immediate contact or presence in the district for over 24 hours.

When so appointed, the acting superintendent will assume all duties which are the responsibility of the superintendent of schools, with particular emphasis on emergency and day-to-day decision making. The acting superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the superintendent.

In the event of a vacancy in the office of superintendent of schools or in the event of incapacitation of the superintendent, the responsibility for the appointment of an acting superintendent rests with the Board to be appointed annually at the reorganization of the Board.

Adopted: November 16, 1989