

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

- I. The Talbot County Board of Education recognizes that there are times when it is necessary to have temporary administrative arrangements; therefore, the Superintendent is authorized to appoint an Acting Superintendent to serve for specified periods of time during his/her temporary absence from duty. A temporary absence is defined as a vacation period, attendance at out-of-county conferences or meetings, and/or other periods when the Superintendent would be out of immediate contact or presence in the county.
- II. 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. The Acting Superintendent will take special care to keep the Board informed as to any departure from normal routine.
- III. 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.
- IV. When the Principal of a school is unavailable to the assigned building or site or an area within that building or site, or is otherwise engaged in some other school function, an Assistant Principal or Lead Teacher is authorized to serve as "Acting Principal" in matters of student and public control and will assume all duties which are the responsibility of the Principal. Each Principal is also authorized to appoint an Acting Principal to serve for specified periods of time during his/her temporary absence from duty.
- V. A temporary absence is defined as a vacation period, attendance at out-of-school conferences or meetings, and/or any other periods when the Principal would be out of immediate contact or presence in the school. When so appointed, the Acting Principal will assume all duties which are the responsibility of the Principal, with particular emphasis on emergency and day-to-day decision making. The Acting Principal will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the Principal.
- VI. In the event of a vacancy in the Office of Principal, or in the event of incapacitation of the Principal, the responsibility for the appointment of an Acting Principal rests with the Superintendent.

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