

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

District Administrator

During the time when it is necessary for the District Administrator to be absent from the Evansville Community School District, the District Administrator will appoint an Acting Administrator.

The Acting District Administrator shall assume primary responsibility for the welfare of the children and the District in cases of accident, fire, weather emergencies or other emergencies. They shall assume other administrative responsibilities delegated by the absent District Administrator. In the event that the Acting District Administrator needs assistance, they may: consult with the District Administrator by phone; consult with other members of the Administrative Team; and/or consult with the Board President.

In the event that the District Administrator should die or become disabled, or for any other reason is unable to perform their duties, the Board President will appoint an Acting District Administrator with full District administrative responsibilities until the Board of Education meets to make an official acting or permanent assignment of a District Administrator.

Principal

During the time when it is necessary for the building principal to be absent from the District, they shall designate a staff member to serve as Acting Principal to handle accidents, fire, emergencies and student discipline matters. Any other matters of importance should be referred to the District Administrator.

Should a Principal die or become disabled, the District Administrator shall appoint an Acting Principal until such time the Board of Education meets to make an official acting or permanent assignment.

Principals absent from the building should provide contact information to their administrative assistants, so they may be reached in an emergency. The District will provide cell phones to members of the Administrative Team to facilitate these emergency contacts.