

FILLING ACTING ADMINISTRATOR POSITIONS

In the event that an acting administrator must be appointed to fill a vacancy until a permanent appointment can be made, the following policy prevails.

Upon the board receiving a written resignation, the Superintendent shall contact the REA President or his/her designated officer concerning the following:

- a. The nature of the vacant position and rationale for filling this vacancy with an acting administrator.
- b. The time available for applying and filling the acting position.

Letters will be sent by the superintendent to all professional staff members in the district, indicating the following:

- a. The nature of the vacancy and rationale for filling this vacancy with an acting administrator.
- b. Time available for applying and filling the vacancy with an acting administrator.
- c. Basic qualifications and certification required for this vacancy.
- d. Salary and job description.

Additionally, certified letters will be sent by the superintendent to eligible personnel meeting the qualifications listed in Section c above. (It is the responsibility of each staff member to keep his personnel file up to date with certificates and transcripts.)

The board will give serious consideration to all staff members who meet the qualifications in Section c.

NOTE: When possible, ten school days, or in the summer two calendar weeks, will be allowed for application.

Administrative positions refer to all positions requiring State Administrator or Supervisor Certification. The positions include Superintendent, School Business Administrator, Principal, Supervisor and Director.

Date: January 16, 2002

