



Administrative Regulation 4115.1 "Backup" for Administrative Personnel

Responsible Office: Office of Human Resources

REGULATION

1. Backup administrators shall be assigned for each administrative position in the central office.
2. All schools should have an administrator assigned as a "backup" administrator in case of the absence of the principal.
 - a. In schools with assistant principals, one of the assistant principals should be so designated; in elementary schools without an assistant principal, a fellow principal should be requested to be the backup principal.
3. If the absence from a position is anticipated to be a long-term absence, the Superintendent or the Area Superintendent, as appropriate, will appoint an individual to serve in an acting capacity. Normally, the person who serves in the acting capacity is permitted to be an applicant for permanent assignment to the same position if and when the position is opened for applications. However, if the person who serves in the acting capacity is not to be eligible for an interview and possible permanent appointment to that same position, then these facts will be made clear to the acting administrator at the time of the appointment.

IMPLEMENTATION GUIDELINES

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with the Collective Bargaining Agreements between the District and the employee associations.

REVISION HISTORY

Date	Revision	Modification
12/9/1975	1.0	Adopted
10/27/1992		
7/14/1998		