

**ADMINISTRATIVE PROCEDURE**

**GENERAL SCHOOL ADMINISTRATION**

**Succession Plan**

If the Superintendent or Building Principal is temporarily absent, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the School Board President in cases of extreme importance and/or emergency.

**Superintendent**

1. **Craig Smock**
2. **Troy Teater**
3. **Carlie Owens**
4. **Michael Saunders**

**Building Principal**

1. **Craig Smock**
2. **Troy Teater**
3. **Carlie Owens**
4. **Michael Saunders**

ADOPTED: June 23, 1998

REVISED: July 12, 2005, June 23, 2009, June 28, 2010, September 9, 2011,  
August 23, 2013, December 14, 2016