



5.60.012-AD Substitute Administrators

In the absence of the principals in schools where there is no assistant administrator:

- (1) **Substitute Provided**. A substitute will be provided for every day of absence including the first day. When an absence from responsibilities can be anticipated as being for more than one day, the office of the area superintendent and the principal will decide as to whether a substitute is needed for periods of absence for one day or less.
- (2) **Alternative to Substitute**. In the event that it is the decision of the principal and the area superintendent's office that a substitute is not required in the context above, the principal will organize his/her own office to operate during that period without relying on a teacher usually designated to be in charge. If unforeseen circumstances develop to necessitate the services of the teacher in charge, the secretary shall request the area administrator to provide the substitute as rapidly as possible. If unforeseen circumstances develop beyond those anticipated and the principal is within the district, the secretary shall contact him/her immediately so he/she may return to the school as soon as practically possible.
- (3) **Compensation for Substitutes**. Extra compensation as described in "Compensation and Related Benefits" shall be given for all time served as substitute in the office of principal.

Policy Implemented:

History: Adpt. 6/71

For official use only	
Approved:	
_____	_____
Superintendent	Date